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**U S C
AT
SPARTANBURG

FACULTY
HANDBOOK**

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WHOM TO CALL

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Vice Chancellor for Academic Affairs	Ronald G. Eaglin	426,428
Associate Chancellors:		
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Student Affairs	J. Thomas Davis, III	336-338
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School of Business

Dean	Thomas H. Gunter	280-281
Assistant Dean		
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Data Proc. Concentration	Bert Menees	283
Econ./Finance Concentration	Sarah Rook (Economics)	425
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Management Concentration	Sami Abbasi	431
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School of Education

Dean	Arthur E. Justice, Sr.	337,378
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School of Humanities and Sciences

Dean	John B. Edmunds, Jr.	325-329
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Division of Fine Arts, Languages and Literature

Chairperson	Elizabeth S. Davidson	434
English	Elizabeth S. Davidson	434
Foreign Languages and Literature	Regis Robe	430
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Psychology	Gordon Mapley	361
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Counselor	Jan Lipscomb	385,386

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Athletic Advisory		
Cultural Affairs	Grace Marvin	360
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Faculty Welfare	Janet Yehl	399
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Life Long Learning		
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Student Financial Aid	Eleanor Ladd	367
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University Marshall		

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Classrooms	Eric Jolly	220,221
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Emergency Medical Serv.		9-9111
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Tutoring Lab	Joyce Miller	344
University Relations	Jan Yost	203-204
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Veterans	William Neeley	226,227
Word Processing	Jan Caldwell	245

ORGANIZATION

FACULTY SENATE

Membership in the Senate is confined to individuals who are eligible to vote in general faculty meetings. Representation is allocated as follows: one representative for each five faculty members, or portion thereof, of the library and each academic division or school, plus five delegates elected at-large. The library representative is elected by secret ballot by members of the professional staff prior to the September faculty meeting. The school or divisional representatives from each voting unit are elected likewise by secret ballot by members of the faculty of that school or division prior to the September meeting. At-large representatives are nominated from the floor and are elected by secret ballot by all members of the faculty at the September meeting. The term of office is three years, with the term of one-third of the Senate expiring each year. The Faculty Secretary-Elect and the Recording Secretary are also voting members of the Senate.

The presiding officer of the Senate is the Faculty Secretary, who is called the Chairperson of the Senate when acting as the presiding officer. The Faculty Secretary-Elect presides over the Senate in the absence of the Faculty Secretary and serves as parliamentarian for meetings of the Senate. The Faculty Recording Secretary serves as Secretary to the Senate.

All meetings of the Senate are open; all members of the faculty have the right to address the Senate. All votes taken in the Senate are by voice, unless an alternative method is desired by at least ten Senators. A decision passed by the Senate may be overruled by a majority of the faculty present at a regular or called faculty meeting. The Faculty Secretary must call a faculty meeting for the purpose of reconsidering an action of the Senate upon receipt of a petition signed by 25 percent of the voting members of the faculty.

The faculty delegates to the Senate all business except the election of faculty officers, committee members and at-large delegates to the Senate, and the consideration of other matters which the faculty wishes to reserve to itself. Regularly scheduled faculty meetings are held in September and April for the election of standing committee members, at-large delegates to the Senate, and faculty officers. Faculty committees make their reports directly to the Faculty Senate.

FACULTY COMMITTEE STRUCTURE--GENERALI. Advisory Committees To The Faculty Senate

Voting Units. The Library, the Schools of Business Administration, Education, and Nursing are considered separate voting units. In addition, the three divisions of the School of Humanities and Sciences, i.e., Fine Arts, Languages and Literature, Science and Mathematics, and the Social and Behavioral Sciences, are designated as separate voting units.

Terms. Terms of all appointed and elected members are for three years beginning in the first full month of the academic year, unless specified otherwise. No member may at one time serve as a voting member on more than two standing faculty committees.

Ex-Officio Members. Ex-officio members are not considered to be members of a committee insofar as computing their maximum of two committee assignments is concerned. The role of ex-officio members of a committee is to serve in an advisory capacity. Ex-officio members should make available to the committee their knowledge, and they are not empowered with a vote, except as noted, in the decisions of the committee. They should not attempt in any way to exercise control in the decisions of the committee except at the request of the committee. An ex-officio member of a committee cannot be elected chairperson of a committee. The Chancellor is an ex-officio member of all committees and is not listed as such separately.

Chairperson. Each committee will elect its own chairperson annually during the first full month of the academic year, unless specified otherwise. The chairperson will vote only in case of a tie. A faculty member may chair only one committee.

Chairperson-elect. Each committee will also choose a chairperson-elect who will normally become a chairperson after one year. The chairperson-elect will preside in the absence of the chairperson.

Vacancies. Vacancies in committee membership caused by unexpired terms will be filled by appointment or election in accordance with the means by which the position originally was filled.

Appointments. All appointments to committees are made by the Chancellor.

Responsibility. Committees serve in an advisory capacity to the faculty and/or the administration. Committee chairpersons report all committee actions and recommendations in writing to the Faculty Secretary. All committee actions are advisory until confirmed by the Senate and the Chancellor.

The Faculty Manual prescribes that each regular faculty committee shall meet at least four times a year. Each committee is required also to submit a written report, containing a summary of its activities and actions to the faculty at the last faculty meeting of the academic year. These reports will become a part of the minutes.

Elections. All elections are decided by majority vote of the faculty after due notice of the election has been given.

Scope. It is understood that the duties of committees and their constituent personnel are drawn from and limited to the University of South Carolina at Spartanburg except where noted otherwise.

Names of Standing Committees. Academic Affairs; Academic Forward Planning; Admissions and Petitions; Athletic Advisory; Cultural Affairs; Facilities, Utilization and Planning; Faculty Advisory; Faculty Welfare; Library; Life Long Learning; Nominating; Promotion and Tenure; Student Affairs; Student Financial Aid; University Publications Board.

Implementation. New committees may be created as deemed necessary and approved by the Faculty Senate. Changes in continuing committees are made in the month in which the terms of their members are scheduled to begin. (In order to fill committees in the first year, it may be necessary to appoint and elect some members for one-year or two-year terms only).

ACADEMIC AFFAIRS EXECUTIVE AND DIVISIONAL COMMITTEES

The Academic Affairs Committee consists of both school (or divisional) committees and an executive committee. Membership in these school or divisional committees shall be constituted as follows:

At least one individual is elected to represent each recognized academic discipline within the school or division that has three or more faculty within that discipline.

At least one individual is elected to represent all other academic disciplines having fewer than three faculty members in that school or division.

Additional members elected at-large to make a minimum committee membership of three (provided that the areas of concentration and/or degree programs are equitably represented); or, in the case of single discipline schools such as Education, Business Administration, and Nursing, a minimum committee of three elected members, provided that the areas of concentration and/or degree programs are represented equitably.

Members of the school or divisional committees serve for a term of three years. Normally, these terms are staggered in order to provide for continuity in operation as well as replacement of members.

Each school or division shall elect a chairperson from the membership of that committee for a term of 3 years whose responsibilities are to:

Call and conduct meetings as needed;

Receive, process and disseminate all proposals for curriculum change within the school or division;

Record and report to the executive committee chairperson all academic matters requiring faculty action;

Represent or designate one member to represent the school or divisional committee on the executive committee.

The school or divisional committee is primarily responsible for reviewing and evaluating all proposals for curriculum changes initiated by members of that school or division. These recommendations are then forwarded to the Academic Affairs Executive Committee for approval. The Academic Affairs Executive Committee cannot revise or alter recommended proposals without the consultation of the affected school's or division's representative.

The Academic Affairs Executive Committee is composed of six designated representatives from the schools (divisions). Ex-officio members are:

Vice Chancellor for Academic Affairs

Chairperson of the Academic Forward Planning Committee

Duties. To consider and recommend to the Faculty Senate action on all requests for addition or deletion of courses made by the school or divisional committees. To review existing and proposed curricula with special attention to duplication or obsolescence of courses. To consider matters concerning academic requirements and standards, and review current policies and practices for the purpose of making recommendations for changes therein to the Faculty Senate. To consider problems of students who seek relief from University scholastic regulations or who feel an injustice has been done them in their academic work.

(For policies and procedures affecting the initiation of curricular changes see "Revising the Curriculum," Section Two, Procedures).

ACADEMIC FORWARD PLANNING COMMITTEE

Consists of one faculty member elected from each voting unit, and three student representatives appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Vice Chancellor for Academic Affairs is an ex-officio member.

Duties. To assist in the establishment of priorities for academic programs, the initiation of plans for new programs and concepts, and the cancellation of programs. The committee is expected to consult with appropriate individuals in the community. The committee shall meet at least once each semester with the Chancellor.

ADMISSIONS AND PETITIONS

Consists of eight faculty members. Three are elected while five are appointed.* The Director of Admissions and the Vice Chancellor for Academic Affairs are ex-officio members. The Director of Admissions serves as Secretary to the committee.

Duties. To consider admission policies within University guidelines and to recommend to the Faculty Senate and the Chancellor any modifications to these policies where advisable. To suspend normal entrance and continuation requirements for individual students, as permitted by University guidelines. The committee may establish special procedures for reviewing applicants during summer terms.

*NOTE: Two additional members were appointed in 1979 as a temporary provision. The committee was charged with the responsibility of reviewing its procedures and recommending changes in order to streamline its operations.

No further report has been submitted.

ANNUAL REVIEW (See "AD HOC AND SPECIAL COMMITTEES")ATHLETIC ADVISORY

Consists of six members: four faculty members, two appointed and two elected, and two student members appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Athletic Director is an ex-officio member.

Duties. To rule on all questions of eligibility. To develop a philosophy regarding the athletic program and the scheduling of athletic events. To determine conference affiliations.

COMPUTER SERVICES (See "AD HOC AND SPECIAL COMMITTEES")CULTURAL AFFAIRS*

Consists of seven members, four elected faculty members and three students. The students are appointed annually by the Chancellor from nominations submitted by the Student Government Association. The chairperson-elect will serve as the USCS Representative to the Arts Council of Spartanburg County. Ex-officio members are the Associate Chancellor for Student Affairs and the Director for Information Services.

Duties. The committee plans convocation series and other cultural enrichment programs. The Associate Chancellor for Student Affairs is responsible for contractual matters, the administration and implementation of the programs, and forwards all information concerning cultural programs to the chairperson of the committee. The Director of Information Services publicizes the programs.

*NOTE: The responsibilities and make-up of the committee are being reviewed currently. Recommendations for changes have been submitted to the Senate for deliberation.

FACILITIES, UTILIZATION AND PLANNING

Consists of three or more members:* two elected faculty members and one student member appointed by the Chancellor from nominations submitted by the Student Government Association. The faculty members are elected for staggered terms and may succeed themselves for one term. Additional faculty, students, or other members may be appointed by the Chancellor with the consent of the Faculty. Expansion of the committee as provided above is appropriate when special projects or space utilization problems are being considered. The Vice Chancellor for Academic Affairs and the Associate Chancellor for Administration are ex-officio members.

Duties. To advise the administration on the allocation of facilities--buildings and grounds--and on the planning of new facilities.

*NOTE: The Faculty Secretary will specify the total number after consulting with the Chancellor and the school deans on the anticipated work load of the committee for the year. The Chancellor's appointments should be compatible with the anticipated tasks of the committee during its upcoming year.

FACULTY ADVISORY

Consists of the Faculty Secretary, the Secretary-Elect, Recording Secretary, and one Senate member from each voting unit not represented by the Senate officers. The elected members serve for terms of one year. In addition, the chairpersons of the Academic Affairs Executive Committee and the Promotion and Tenure Committee serve as ex-officio members with voting privileges.

The Chancellor and Vice Chancellor for Academic Affairs serve as ex-officio members.

Duties. To assist in establishing the agenda for Senate meetings and to serve as an Advisory Committee to members of the administration.

FACULTY WELFARE

Consists of six faculty members; three are elected each year.

Duties. To communicate to the appropriate administrative official in the form of suggestions the desires of faculty members pertaining to faculty welfare. To serve as a medium through which the faculty may suggest changes and modifications or make their thoughts relating to faculty welfare known. In general, areas of committee concern apply to the faculty as a whole rather than to individuals and include but are not restricted to:

- (a) fringe benefits, rank, and salary ranges within the University system;
- (b) policies regarding teaching load;
- (c) conduct and professional ethics;
- (d) general faculty morale.

GRIEVANCE (See "AD HOC AND SPECIAL COMMITTEES")

LIBRARY

Consists of nine voting members: six faculty members, three appointed and three elected, broadly representative of the academic disciplines; and three student members appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Vice Chancellor for Academic Affairs and the Director of the Library are ex-officio members.

Duties. To make recommendations on matters of library policy.

NOMINATING

Consists of the elected chairpersons of all standing faculty committees, the Faculty Secretary, the Secretary-Elect, and the Recording Secretary. The Vice Chancellor for Academic Affairs is an ex-officio member.

The chairperson is the Faculty Secretary and the Secretary is the Recording Secretary.

It is understood that membership on the Nominating Committee is part of the duties of all committee chairpersons and that this committee assignment does not count for computing the maximum of two committee assignments for each faculty member.

Duties. To present to the faculty a slate of nominees for regularly elected positions on standing committees, and to present to the Chancellor a similar slate of nominees for filling vacancies to the appointed positions on standing committees.

PEER REVIEW (See "AD HOC AND SPECIAL COMMITTEES")PROMOTION AND TENURE

Consists of nine faculty members, six elected and three appointed. Terms are for three years, with two members elected and one appointed each year. Only full-time faculty members with professorial (or librarian) ranks are eligible for committee membership. Each academic voting unit is represented, but no more than two faculty members from the same voting unit may serve at the same time. Both regular and special elections of members of this committee shall be held in an open faculty meeting with nominations from the floor. Members of this committee are elected in the spring at the general faculty meeting in April.

Duties. To establish criteria for promotion and tenure procedures for the operation of promotion and tenure policies, subject to approval by the Faculty Senate and the Board of Trustees. In accordance with approved criteria and procedures, to make recommendations to the Chancellor regarding the granting of promotion and tenure.

INTERNAL OPERATING PROCEDURES AND POLICIES OF THE
PROMOTION AND TENURE COMMITTEE
AT THE UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG

1. Each September the committee notifies the faculty that if a faculty member wishes to be considered that year for promotion, or tenure, or both, he or she should request consideration from the committee and should prepare his or her file; also the committee notifies deans or equivalent academic officers to submit to the committee letters of recommendation and a list of faculty members they wish to recommend for consideration. The committee notifies the Vice Chancellor about the date for consideration so that he or she may have the opportunity to place relevant material in individuals' files. The committee publishes a calendar of promotion and tenure deadlines and decision dates each September for that current academic year.
2. It is recommended that each faculty member compile a single file or record which can be used by the Promotion and Tenure Committee, the divisional or school Peer Review Committees and the school dean or divisional chair to aid in evaluating that faculty member.

This file is the property of each individual faculty member who is responsible for its creation, maintenance and distribution.

The distribution of the file should follow the schedule of deadlines which follow. (Cf. "Faculty Evaluation Calendar.")

3. It is strongly recommended that faculty members use a standard sized notebook provided by the University (i.e., 1½ inch three-ring black loose-leaf notebook).
4. It is strongly recommended that a standardized format be used in organizing information within the faculty notebooks or files. Examples of this format are provided by the committee upon request. Likewise, these materials are available on reserve in the library.
5. Promotion and tenure files are considered privileged information. While an individual faculty member's file is in the custody of the committee, it is under the control of the committee's regulations governing such information or documents. Files are kept locked and are subject to the following provisions for security.
 - (1) Officers of the committee, the Chancellor, the Vice Chancellor for Academic Affairs, and the Dean of that individual faculty member's school have access to the file for that individual.

On the other hand, committee members have access to the files of those individuals who are candidates for promotion and/or tenure and only for the period of time designated by the committee for reviewing such files. Individuals who examine a file must sign for it and note the time of examination of that file.

- (b) While in the custody of the committee, each faculty member has access to his or her own file. The individual may consult any or all documents other than those restricted to the "Confidential" section of the file (see below). The files must be requested from the committee or assigned secretary. All confidential materials are removed by that secretary until the faculty member has completed the review of his or her file. The faculty member must sign for his or her file and note the time for examination.
 - (c) A confidential file for each faculty member is kept with the records of the committee. The file contains only those items explicitly marked "Confidential." These items should be submitted by the author to the chair of the committee. All other documentation is collected by the faculty member.

A separate confidential file may be kept in the office of each dean to contain material relevant for peer or administrative annual review. These materials should be marked "Confidential" and submitted to the dean.

Whenever confidential material is submitted to either his or her dean or the chair of the committee, the faculty member is notified of the existence of this information. Further--in the case of either confidential file--the dean shall provide a summary of the substance of this material, if so requested by the faculty member. Copies of such summaries are verified by the Vice Chancellor and retained in the individual's file.

- (d) A faculty member may elect to remove any duplicated or outdated material in the file as long as this information was placed there by that individual. Consequently, this provision does not include any of the documents in the confidential section. However, the faculty member must request in writing to the assigned staff secretary as to which items are to be removed. The secretary is responsible for such requested deletions. An individual may not delete any materials from his or her file during the period of time when such files are considered "closed." These are the times designated by the committee for committee review of candidate files (see "Promotion and Tenure Calendar.")
- 6. The proceedings of the committee are confidential with respect to all written materials reviewed and all discussions of individual cases within the committee.
- 7. Members of the committee should refrain from participation in cases in which personal prejudices may unduly affect their judgement.
- 8. A faculty member may not serve in the Promotion and Tenure Committee during the year in which his or her case receives explicit consideration. Any current committee member who wishes to be considered for promotion, or tenure, or both, during the next academic year must resign from the committee prior to the spring faculty meeting. It is at this meeting that new committee members are elected.

Also, a committee member may not participate in the deliberations on the case of a spouse or relative.

- 9. For purposes of voting, files are organized by the chairperson into the following categories based on current faculty rank:
 - (1) instructors seeking promotion to assistant professor;
 - (2) assistant professors seeking tenure and/or promotion to associate professor;
 - (3) associate professors seeking tenure and/or promotion to professor;
 - (4) professors seeking tenure.

10. The chairperson conducts discussions on the files of candidates in each of the above listed categories. The procedure is described as follows.

After the committee members have had an opportunity to study all of the files to be voted on, the committee meets for preliminary discussions. This preliminary discussion determines the adequacy of each file to support the candidate's request for promotion/tenure. After this preliminary review, the chairperson notifies those candidates who require additional or supporting information to complete his or her file.

Files are opened to the candidates from early December through at least the first week in January for the addition of requested materials.

The files subsequently are closed for final committee review in January. The committee completes its deliberations and votes on each separate case. For purposes of voting, a quorum is eight committee members.

To be recommended by the committee for promotion or tenure requires six affirmative votes if all nine members are present; otherwise, a minimum of five affirmative votes are required. Specific reasons for voting in favor or against each candidate are required and included on the ballot form. Any member of the committee may request reconsideration of any particular case once.

11. The committee notifies the Vice Chancellor for Academic Affairs of its recommendations. The Vice Chancellor notifies each candidate of the committee's recommendation within one week. The committee may request--either orally or in writing--that matters of concern be discussed by the Vice Chancellor with a candidate.

Appeals are considered after a required ten-day period for requesting such appeals. The committee notifies the Chancellor of its amended recommendations and reports the statistics of its recommendations to the Faculty Senate.

FACULTY EVALUATION CALENDAR*

Procedures	Faculty Seeking Promotion and/or Tenure	Other Faculty	Faculty in their First 2 Years at USCS
Notification to Faculty of Promotion and Tenure Status and Procedures to be Followed for Consideration by the Promotion and Tenure Committee	Sept. 15 or before	Sept. 15 or before	Sept. 15 or before
Submission to Divisional or School Peer Review Committee	Oct. 1	Oct. 15	Dec. 15
Release by Peer Review Committee	Nov. 1	Dec. 15	Feb. 1
Submission to P & T Committee	Nov. 8	N/A	N/A
Release by P & T Committee for Refinement	Dec. 8	N/A	N/A
Final Submission to P & T Committee	Jan. 10	N/A	N/A
Release by P & T Committee	Mar. 15	N/A	N/A
Submission for Administrative Review	Mar. 20	Mar. 20	Feb. 8
Release by Rating Administrator	May 1	May 1	Mar. 1
Student Evaluation for all Faculty-----	April, November, June and July		

(Note: If the date falls on a weekend or a holiday, the previous working day will be used as the deadline).

*The Promotion and Tenure Committee will publish a calendar with exact dates each September.

PROMOTION AND TENURE AND FACULTY EVALUATION CALENDAR
FOR 1981-1982

Procedures	Faculty Seeking		Faculty in their	
	Promotion and/or Tenure	Other Faculty	First 2 Years at USCS	
Notification to Faculty of Promotion and Tenure Status and Procedures to be Followed for Consideration by Promotion and Tenure Committee	Sept. 15 or before	Sept. 15 or before	Sept. 15 or before	
Submission to Divisional or School Peer Review Committee	Oct. 1	Oct. 15	Dec. 15	
Release by Peer Review Committee	Oct. 30	Dec. 15	Feb. 1	
Submission to P & T Committee	Nov. 6	N/A	N/A	
Release by P & T Committee for Refinement	Dec. 8	N/A	N/A	
Final Submission to P & T Committee	Jan. 8	N/A	N/A	
Release by P & T Committee	Mar. 15	N/A	N/A	
Submission for Administrative Review	Mar. 19	Mar. 19	Feb. 8	
Release by Rating Administrator	Apr. 30	Apr. 30	Mar. 1	

Student Evaluation for all Faculty-----April, November, June
and July

RESEARCH ON HUMAN SUBJECTS (See "AD HOC AND SPECIAL Committees")

STUDENT AFFAIRS

Consists of four elected faculty members broadly representative of the academic disciplines, and three student members. Student members are appointed annually by the Chancellor from among nominations submitted by the Student Government Association. Two faculty members are elected each year. Ex-officio members are the President of the Student Government Association and the Associate Chancellor for Student Affairs; the latter serves as secretary of the Student Affairs Committee. He or she may not serve as a member of an Honor Court.

Duties. To enforce disciplinary policies of the University concerning academic infractions as well as other misconduct, and to examine the administering of discipline. To make recommendations concerning the allocation of disciplinary responsibilities.

To consider policies on registration and orientation and to make recommendations in these matters to the Associate Chancellor for Student Affairs. To recommend to the faculty policies concerning extra curricular student activities. To make recommendations to the Chancellor regarding expenditures of student activity fees based on recommended budgets approved by the Student Government Association to administer the Honor Court.

Honor Court. When charges are brought against a student for academic or other disciplinary infractions, an Honor Court will be appointed by the Committee chairperson to determine guilt. The Honor Court consists of three faculty members and two student members of the Student Affairs Committee. In appointing the faculty members to the Court, the chairperson is not restricted to the membership of the Student Affairs Committee.

The Associate Chancellor for Student Affairs sits as an observer on the Honor Court. When a student is charged with an academic infraction, the Honor Court will include a faculty member from the academic area in which the alleged incident took place. The Honor Court follows the trial procedure specified in the Student Handbook. The decision of the Honor Court may be reached with four members concurring. Decisions and recommendations concerning sanctions are reported in writing immediately to the Associate Chancellor for Student Affairs who assigns appropriate penalties as provided for in the Student Handbook.

STUDENT FINANCIAL AID

Consists of six elected faculty members, broadly representative of the prescribed voting units, and three student representatives appointed annually by the Chancellor from nominations submitted by the Student Government Association. The Director of Student Financial Aid is an ex-officio member.

Duties. To recommend to the faculty the basis on which scholarships and loans will be granted. A subcommittee composed of the faculty members of the committee awards the scholarships and reviews and approves the allocation of funds awarded by the Director of Student Financial Aid. The Director of Student Financial Aid informs the subcommittee (prior to the awarding date) of the scholarships and other financial aids available.

UNIVERSITY PUBLICATIONS BOARD*

Consists of five faculty members--three elected and two appointed--and four students appointed annually by the Chancellor from among nominations submitted by the Student Government Association. The Associate Chancellor for Student Affairs is an ex-officio member.

Duties. To nominate student editors for all student publications. Editorial appointments are for one year. To recommend the termination of an appointment should an editor fail to perform his or her duties in a suitable manner. To make recommendations to the Student Government Association and the Chancellor concerning budgets for USCS publications, including salaries to be paid editors. To develop and recommend to the Chancellor publication policies. To select faculty advisors for all publications. To encourage the development of publications which will enhance the USCS educational and extracurricular programs.

*NOTE: On April 13, 1981, the Senate advised the University Publications Board to review its current description of duties in light of the committee's recommendation to include advisors as voting ex-officio members. A report of these recommendations is forthcoming.

FACULTY SECRETARY

The office of Faculty Secretary is filled by the previous year's Faculty Secretary-Elect, who assumes these duties after the last scheduled faculty meeting of the spring semester.

Duties. To serve as presiding officer of the faculty and as the chairperson of the Faculty Senate. The agenda is prepared by the Faculty Secretary at least three days prior to each faculty meeting or Faculty Senate meeting, and circulated to the faculty.

To notify faculty members in writing of all regular and called meetings at least three days prior to the meeting days. To chair the Faculty Advisory Committee. To conduct the administrative evaluation.

To cast the deciding vote in case of a tie in the voting on an issue before the Faculty or the Faculty Senate.

FACULTY SECRETARY-ELECT

The office of Faculty Secretary-Elect is filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year.

Duties. To assist the Faculty Secretary and to assume the duties of the Faculty Secretary in his or her absence. To serve as parliamentarian for the Faculty Senate: to be consulted by the Faculty Secretary on matters of procedure. To succeed as Faculty Secretary the following year. The Faculty Secretary-Elect is a member of the Faculty Senate and the Faculty Advisory Committee, but serves on no other standing committees.

RECORDING SECRETARY

The office of Recording Secretary shall be filled by one faculty member elected annually at the last scheduled faculty meeting of the academic year. He or she may be reelected.

Duties. To record and distribute to the members of the faculty the written minutes of its meetings. To search the minutes of faculty and Faculty Senate meetings and annually publish a summary of faculty actions. To be a member of the Faculty Advisory Committee and act as its secretary. To serve as a voting member of the Faculty Senate.

UNIVERSITY MARSHAL

The office of University Marshal is an elected position filled by a faculty member. He/she is elected for a two-year term and may be reelected.

Duties. To see that the ceremonial programs of the University run smoothly, specifically to include the following: (1) to instruct Student Marshals in methods of accommodating an audience and to work out an ushering plan for the year with the Student Marshals; (2) to make seating arrangements, including platform seating, for all ceremonial programs, and to prepare a processional line-up for the faculty members; (3) to lead the processional march on ceremonial occasions.

II. AD HOC AND SPECIAL COMMITTEES

These include listings and descriptions of university committees that were either established in ad hoc basis by the Senate or are faculty committees that function outside the governance of the Senate.

ANNUAL REVIEW (a.k.a. "PEER REVIEW")

As part of a comprehensive system of faculty evaluation, the University has established annual review committees charged with the responsibility of conducting peer evaluations.

Each school as well as each division of the School of Sciences and Humanities has an annual review committee composed of five elected faculty members from that respective academic unit.

Below is a description of policies and procedures for annual review as well as peer review by annual review committees.

USC SPARTANBURG FACULTY SENATE DOCUMENT ON ANNUAL REVIEW

Policy Statement on Annual Review for Teaching Faculty

Written reviews, based on Promotion and Tenure Committee criteria, shall be conducted annually by the administrator most familiar with the faculty member's work, ordinarily the immediate superior. These evaluations shall be reviewed at appropriate administrative levels. If requested by the faculty member, there shall be review by the USCS Promotion and Tenure Committee. The faculty members must receive a copy of all reviews and may write a response to any review. All reviews and responses shall be signed by both parties to indicate that they have seen the reviews and responses.

Faculty members who are in their first two years of employment or who are requesting promotion and/or tenure shall receive peer review within each professional school and at the division level within the School of Humanities and Sciences. Tenured faculty members shall also be periodically reviewed by peers.

The USCS Faculty Senate shall be responsible for adopting specific practices and procedures consistent with this policy and the following objectives and criteria.

Objectives of Annual Review

- A. To provide, as the most important objective, a basis for professional improvement and development.
- B. To provide a basis for identifying ways in which USCS can support the faculty members.
- C. To provide a basis for administrative decisions on promotion, retention, salary and tenure.
- D. To provide a basis for faculty involvement in decisions on retention, promotion and tenure.
- E. To provide a basis for future research on teaching and learning.

Criteria for Annual Review for Teaching Faculty

- A. In all schools and/or divisions¹ the promotion and tenure criteria of teaching effectiveness, research and/or creativity, and University and/or community service shall be the basis for evaluations. Teaching effectiveness shall receive the major emphasis in all schools and/or divisions.
- B. All faculty are expected to reach and maintain an acceptable level of teaching. Individual differences and strengths for other criteria should be recognized and encouraged in each school and/or division. A faculty member shall not be expected to excel in all non-teaching criteria.
- C. Student evaluations shall be required in all schools and/or divisions. Each school and/or division shall develop additional methods of documentation to be approved by the Faculty Senate and the administration.
- D. The evaluation form for faculty review shall be the same for all schools and shall include definitions of evaluative terms.

Procedures for Annual Review

Administrative Review of Faculty

- A. Each faculty member shall receive a written annual review. The "rating administrator" should be the administrator most familiar with the faculty member's work, ordinarily the immediate superior. Faculty members who have both teaching and administrative duties shall be evaluated by appropriate administrators in each area.

¹The phrase, "schools and/or divisions," refers to the following units: the schools of Business, Nursing, and Education and the divisions within the School of Humanities and Sciences.

- B. The rating administrator shall give each faculty member, upon employment, a copy of the annual review objectives, criteria, procedures, and forms. This information about annual review shall be published in the Faculty Handbook.
- C. A review shall take place at an interview following the first semester of teaching for new faculty members. For other faculty members the review shall be completed during the fall semester at a time appropriate to meet USCS Promotion and Tenure Committee deadlines. There shall be advance notice of the review in all cases.
- D. The rating administrator and the faculty member shall sign the evaluation form to show that a review has occurred. The faculty member's signature does not necessarily imply that the faculty member agrees with the evaluation.
- E. At any level of administrative review, the faculty member must receive immediately a copy of the written review and may write a response within two weeks. All responses shall be signed by both the faculty members and the reviewer in question. The reviewer's signature does not necessarily imply that the reviewer agrees with the response.
- F. An administrator who rates a faculty member the equivalent of "less than satisfactory" on any criterion must document any deficiency and provide specific written suggestions for improvement. An administrator who rates a faculty member the highest possible rating must document the rating.
- G. If there is mutual agreement about a review by the faculty member and by all levels of administration, copies of the review will follow appropriate administrative channels to the office of the Vice-Chancellor. If any administrator above the level of the rating administrator disagrees with the previous evaluations, the faculty member must be informed in a letter which includes the rationale for disagreement.
- H. The faculty member shall be responsible for establishing and keeping a current performance file (which may be a copy of the non-confidential parts of his/her promotion and tenure file) for use in the review process by the rating administrator and by the Annual Review Committee. A copy of the performance file shall be kept in the office of the dean. All such files created for the Annual Review process shall be mutually exclusive from other personnel files.
- I. The faculty of each faculty school and/or division shall develop in consultation with the administration, a procedure, to be approved by the USCS Faculty Senate, for resolving conflict within the school and/or division if disagreement over reviews occurs. If conflict cannot be resolved within the school and/or division, a faculty member may request evaluation from the Vice-Chancellor and then, if desired, from the USCS Promotion and Tenure Committee.

- J. Faculty members who are in their first two years at USCS may be evaluated semi-annually at the discretion of the rating administrator.

Peer Review by Annual Review Committees

- A. An Annual Review Committee of five shall be elected by the faculty of each school and/or division. The committee shall contain at least three tenured faculty members and either one or two untenured faculty members. Neither faculty members who are in their first two years of employment at USCS, nor faculty members who are seeking promotion and/or tenure, nor administrators responsible for conducting reviews within a school and/or division shall be eligible to serve on an Annual Review Committee. If a school and/or division has fewer than three tenured faculty eligible for the committee, the faculty may elect more untenured faculty or choose to substitute tenured faculty members from another area.
- B. Faculty members who are in their first two years of employment at USCS and faculty members who are seeking promotion and/or tenure will be evaluated by the school and/or division Annual Review Committee. Tenured faculty members shall be reviewed by the Committee at least every fifth year.
- C. The Annual Review Committee shall have access to the current performance file kept by the faculty member but not to other personnel files.
- D. The Annual Review Committee shall develop and implement a means of seeking broad-based faculty reviews of all faculty members within a school and/or division. However, the committee shall write summaries only on those individuals who are in their first two years of employment at USCS, who are requesting promotion and/or tenure, and who are tenured faculty members being reviewed. The summary shall reflect the views of the larger faculty as well as the Committee's collective review. The Committee members shall select a Speaker who shall be responsible for seeing that the necessary summaries are written. The summary shall contain strengths, weaknesses, and any suggestions for improvement. The summary shall be sent to the rating administrator and to the faculty member before the administrative review. For a faculty member seeking promotion and/or tenure the summary shall also be sent to the USCS Promotion and Tenure Committee. The data gathered on faculty members not receiving a Committee summary shall be forwarded to the faculty members and through appropriate administrative channels.
- E. Unsigned individual evaluations of the Annual Review Committee shall be kept confidential and shall be forwarded to the rating administrator and through appropriate administrative channels to the office of the Vice Chancellor.

- F. Faculty members may write a response to a summary by the Annual Review Committee within two weeks after receiving the summary. The response must be signed by the Speaker of the Annual Review Committee to acknowledge receipt before forwarding the response through appropriate administrative channels.
- G. Faculty members who do not receive a committee summary may write a response to any peer review within two weeks after receiving it. The response must be signed by the rating administrator to acknowledge receipt before forwarding it through appropriate administrative channels.

COMPUTER SERVICES

Consists of eight faculty members serving terms of three years on a staggered basis. Four are appointed by the Vice Chancellor for Academic Affairs, and four are appointed by the Faculty Secretary. The Director of Computer Services, the Director for Computer Studies, and the Administrative Programmer sit on the committee as ex-officio members.

Duties. To advise the Vice Chancellor for Academic Affairs on all matters regarding the academic use of computer facilities on campus.

GRIEVANCE

Consists of thirteen tenured faculty members. Two are elected from each of the Schools of Business Administration, Education, and Nursing. In addition, two are elected from each of the three divisions of the School of Sciences and Humanities. One is elected from the Library faculty. All elections are conducted by the individual academic units and terms of office are three years.

Duties. To hear grievances brought by members of the faculty according to the policies and procedures which follow.

GRIEVANCE PROCEDURES FOR THE FACULTY OF THE UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG

Purpose

The purpose of the grievance procedures is to ensure that reasonable justice be meted out to all parties. While the process shall follow the guidelines following, these proceedings should not be viewed as being designed for the strictness and formality of a court of law.

Definition of a Faculty Member

Faculty members covered in this statement of grievance procedures shall include teaching and research faculty, professional librarians, academic administrators, and all other persons holding faculty appointments.

Grievable Matters

A grievance may be lodged on, but is not limited to matters concerning tenure, promotion, dismissal of tenured faculty members, dismissal of contract employees prior to the conclusion of a contract term, non-reappointment, salaries, discrimination in compensation, promotion and work assignment, and/or any other form of discrimination or unfair treatment.

Informal Procedure

1. Within twenty (20)* days of receipt of notice of a grievable action during the regular academic year or within twenty (20) days after the fall semester begins, if receipt of notification of a grievable action occurs during the summer, the grievant shall seek an oral explanation from the immediate superior of the committee chair in questions (respondent). A grievant may choose to have a faculty member (the choice of the faculty member to be agreed to by the respondent) present at the explanation. The respondent shall give the oral explanation within three (3) days.

*NOTE: All days referred to in this procedure are calendar days; however, when the last day of such a period falls on a weekend or University holiday, the effective date shall be the next regular business day. The day following the actual day of notification shall be the first day in the series. If the respondent fails to comply with a deadline, the case goes to the next highest level. The grievant should be aware that the grievance process is long and that it may be wise to seek legal counsel early to determine whether or not there would be grounds for legal action should the grievance process not provide relief. It may be necessary to begin legal action before the end of the grievance process in order to avoid going beyond the statute of limitation for some grounds.

2. If a solution is not obtained through the oral explanation, the grievant may, within three (3) days after the oral explanation, seek written explanation from the respondent. This explanation must be provided within five (5) days of its formal request.

3. If the written explanation of the respondent does not resolve the conflict, the grievant shall, within seven (7) days, state his or her case in writing. The written explanations of both the grievant and the respondent shall then be forwarded through appropriate administrative levels to the Chancellor. The Chancellor shall request reconsideration of the grievant's case by a lower level administrator or by a faculty committee if it is deemed that another review would substantially alter the decision that caused the grievance. The Chancellor may also order redress without review by a lower level. The Chancellor shall inform the faculty member in writing of his or her decision and the reasons. At the same time the Chancellor will also inform the faculty member of his or her right to review by the Faculty Hearing Committee, including the name of the chair of the Welfare Committee and the applicable review procedures. The informal administrative review must be completed within ten (10) days.
4. If, after all administrative review, a faculty member believes there is cause for grievance, he or she may petition the Faculty Welfare Committee for consideration. Such a petition must be made in writing to the chair of the Faculty Welfare Committee no later than five (5) days from receipt of the Chancellor's letter.

Selection of the Grievance and Hearing Committee

The purpose of the Grievance Committee is to respond to grievances unresolved by administrative review.

1. Two tenured faculty members (not having faculty personnel responsibilities) from each of the Divisions of Fine Arts, Social and Behavioral Sciences, and Science and Mathematics; from each of the Schools of Nursing, Business, and Education, and one person from the Library faculty shall be elected to three (3) year terms on the Grievance Committee. For the first election, each division and/or school shall elect one person for a one-year term and the other for a three-year term. After the first year, all shall be elected for three year terms.
2. Upon being notified of the need for a grievance hearing, the chair of the Welfare Committee shall select a tenured faculty member of the Welfare Committee (the Welfare Committee liaison member) to form a Hearing Committee of three people and to see, as an ex-officio member of the Hearing Committee, that all grievance procedures are followed. The Welfare Committee liaison member shall draw names from the Grievance Committee to form the Hearing Committee of three. If the grievant is from the School of Humanities and Sciences, no person from their Division shall serve; if from the School of Business, Nursing, or Education, no person from that School shall serve. If the grievant is a librarian, no library faculty member shall serve. A member of the Hearing Committee may disqualify himself or herself on the grounds of bias or personal interest. The grievant and the respondent shall each have the right to challenge, without explanation, one member of the Hearing Committee at the time of the Hearing Committee's formation.
3. The Hearing Committee shall elect its own chair.

Preparation for the Grievance Hearing

1. A grievant's petition to the Hearing Committee must be based on one or more of the following allegations: inadequate documentation for a particular action, inadequate consideration or inequitable application of appropriate criteria, use of impermissible criteria, denial of procedural due process, or denial of academic freedom. The petition shall set forth the factual basis for the contentions and the relief requested. The grievant should advise the chair of the Grievance Committee of all data pertinent to the case to which the grievant does not have access.
2. Within seven (7) days of the receipt of a grievance, the chair of the Hearing Committee is authorized to require any and all persons (including committees) employed by the University of South Carolina, whether direct parties to a particular grievance or not, to submit to the chair of the Hearing Committee any and all data that are pertinent to a particular grievance. Also, within seven (7) days of receipt of a request for a grievance hearing, the chair of the Hearing Committee shall notify all parties to the grievance, in writing (1) that a grievance has been filed, and (2) the date, time, and place of the grievance hearing. All parties shall have ten (10) days to submit the requested data.
3. The chair of the Hearing Committee shall forward copies of all documents and data to the members of the Hearing Committee, and inform them, in writing of the date, time and place of the grievance hearing. The hearing date shall be five (5) days from the receipt of all pertinent information.
4. The chair shall inform the faculty member of the specific procedures governing the hearing. The hearing shall be closed unless requested otherwise by the grievant and agreed to by the Hearing Committee.
5. If the grievant requests so, the chair of the Hearing Committee shall make available to the grievant copies of all data and documents pertinent to his or her case. In the case of material classified as confidential, a detailed summary (without names) shall be prepared by the Grievance Committee and provided to the grievant. The grievant's request must be filed at least three (3) working days prior to the grievance hearing.

Conduct of the Hearing

1. The chair shall preside.
2. The chair of the Hearing Committee is authorized to require any and all persons (including committees) employed by the University of South Carolina, whether direct parties to a particular grievance or not, to give testimony during the hearing. The Chancellor's office shall make available to the Hearing Committee such authority as it possesses to require the presence of witnesses. All parties to the grievance have the right to present witnesses. The Chancellor's office shall bear any reasonable costs upon the appearance of witnesses necessary for a fair hearing.

3. The grievant shall have the opportunity to present evidence in his or her behalf and the right to representation by counsel.
4. The grievant may be present throughout the hearing. However, cross-examination shall be permitted only at the discretion of the Hearing Committee.
5. The proceedings of the grievance hearing shall be recorded, transcribed, and filed with the USCS librarian in charge of archives. This librarian shall place the recording and other documents in a locked file. Individuals shall have access to the file only upon request of the Hearing Committee chair. The grievant and the Chancellor shall also receive copies of the hearing. The Hearing Committee may request that the proceedings be placed in a bank safety deposit box. All materials related to a particular hearing shall be destroyed by the USCS librarian in charge of archives five years after the final settling of the grievance.
6. Within ten (10) days from the beginning of the hearing, the chair of the Hearing Committee shall notify all parties to the grievance, in writing, of the Hearing Committee's final recommendations and rationale for those recommendations. Copies shall be sent to the grievant, the Chancellor, and to the Hearing Committee members.
7. The recommendations of the Hearing Committee shall be considered the final word of the USCS faculty.

Internal Channeling from the Committee

Recommendations of the Hearing Committee shall be forwarded to Chancellor, who shall notify in writing the grievant and the Hearing Committee of a decision within five (5) days. If the Chancellor's decision is to reject any relief recommended by the Hearing Committee, he or she shall state the reasons in writing to the faculty member and to the Committee. If the grievant does not accept the Chancellor's decision, the grievant has five (5) days to appeal the decision to the President of the University. The President shall write his or her decision and reasons to the Chancellor, Hearing Committee and grievant within twenty (20) days. Within seven (7) days of receipt of notice of the disposition of his petition, the faculty member may appeal the President's final action to the Academic Affairs Committee of the Board of Trustees. The appeal shall be on the entire record produced below unless the Board of Trustees or the Academic Affairs Committee directs a new hearing thereon. The Academic Affairs Committee, in consultation with the Faculty Liaison Committee, shall have thirty (30) days in which to complete its review and communicate its findings to the President and the faculty member. A review by this Committee of the Board of Trustees in the final level of recourse within the University, and actions by this Committee are final.

ON RESEARCH INVOLVING HUMAN SUBJECTS

Consists of the following faculty members:

Dr. Leo Bonner, Chair, School of Education
Dr. Andrew Crosland, Director of Computer Studies, Division of Fine Arts, Languages and Literature
Dr. Choong Lee, Administrative Research Associate
Dr. Mohammed Omer, School of Business Administration
Mr. Ronald Romine, Division of Social and Behavioral Sciences
Dr. Ronald Sobczak, Division of Sciences and Mathematics
Dr. Janice Yost, ex-officio, Director for Development and Sponsored Programs

Duties. Is responsible for monitoring funded research projects involving human subjects. Specifically, the committee insures that researchers follow the Department of Health and Human Services regulations protecting human subjects in conducting their research projects.

PEER REVIEW (See "ANNUAL REVIEW" above)

PROCEDURES

REGISTRATION

Notices are sent to each faculty member by the Vice Chancellor for Academic Affairs giving the dates on which all faculty are expected to return to begin work for each semester. Registration days are indicated on the academic calendar. All faculty are expected to be available to assist with the registration process. Deans or division chairpersons notify faculty members of their specific duties during registration.

GRADUATION

The graduation of students is one of the most important events in the academic year. It represents the recognition of a student's achievement. Because of the significance of the occasion for the students and the institution, all faculty are expected to attend the graduation exercises. Caps and gowns may be rented in the spring through the bookstore if necessary. Instructors teaching in the second session are expected to attend the August commencement exercises. Academic regalia is optional for these exercises unless otherwise specified by the Chancellor.

MEETINGS

Classes are not scheduled for the noon hours on Mondays, Wednesdays, and Fridays. This time--from 12:20-1:45 p.m.--is set aside for meetings and other functions. Faculty business meetings are regularly scheduled in September and April (see schedule below). Faculty Senate meetings are held the third Friday of each month; the Faculty Advisory Committee meets normally on the first Friday of the month (again, see schedule below).

Faculty committee meetings are called by the chairperson. Normally, these meetings are planned for noon break on Mondays, Wednesdays and Fridays. There are occasions, however, when committee business and schedules necessitate meetings at other times. It is the chairperson's responsibility to arrange times convenient to committee members insofar as it is possible. Attendance at committee meetings, faculty meetings, and other meetings such as those of one's division or school is considered a prime responsibility for every faculty member.

SCHEDULED MEETINGS FOR 1981-1982

(All meetings are on Fridays unless otherwise noted).

August 28, General Faculty Business Meeting (during faculty in-service),
Tukey
September 4, Faculty Advisory, 12:45, Conference Room
September 11, General Faculty Business Meeting, 12:45 p.m., Tukey
September 18, Faculty Senate, 12:45 p.m., Tukey
October 2, Faculty Advisory, 12:45 p.m., Conference Room
October 16, Faculty Senate, 12:45 p.m., Library 268

November 6, Faculty Advisory, 12:45 p.m., Conference Room
November 20, Faculty Senate, 12:45 p.m., Activities Building
December 4, Faculty Advisory, 12:45 p.m., Conference Room
December 16 (Wednesday), Faculty Senate, 3:00 p.m., Activities Building
January 15, Faculty Advisory, 12:45 p.m., Conference Room
January 29, Faculty Senate, 12:45 p.m., Activities Building
February 5, Faculty Advisory, 12:45 p.m., Conference Room
February 19, Faculty Senate, 12:45 p.m., Activities Building
March 5, Faculty Advisory, 12:45 p.m., Conference Room
March 19, Faculty Senate, 12:45 p.m., Activities Building
April 2, Faculty Advisory, 12:45 p.m., Conference Room
April 16, Faculty Senate, 12:45 p.m., Activities Building
April 23, General Faculty Business Meeting, 12:45 p.m., Tukey

PROFESSIONAL TRAVEL

Attendance at and participation in professional association meetings is strongly encouraged by the University. Funds are available in each school for travel for faculty members in that school who are interested in attending such meetings. The deans can supply the faculty member with full information regarding the funds available for such purposes.

OFFICE HOURS

It is the philosophy of the University of South Carolina at Spartanburg that faculty and administrative personnel should be easily available to students. Consequently, every faculty member is expected to post and maintain office hours. A schedule of five hours a week, or one hour each class day shall be considered as minimally acceptable. Each faculty member should submit a copy of his or her schedule to his or her dean.

TARDINESS-ABSENCE

Tardiness to class on the part of faculty members is frowned upon by the University. However, should an emergency delay an instructor from meeting class at the appointed hour, it has been generally agreed that students are under the obligation of waiting at least ten minutes past the scheduled class time.

In case of illness or an emergency that necessitates absence from class, the faculty member should notify his or her division chairperson or dean immediately. This is to allow that arrangements can be made for that class.

Deans are charged with the responsibility of filing monthly attendance reports with the Personnel Office for their respective faculty.

PAY SCHEDULE

Faculty having nine-month contracts normally receive their salaries in eighteen (18) equal installments distributed twice a month. During the fall and spring semesters, checks are distributed by the division or school secretary on the last working day nearest the 15th and the last working day nearest the end of the month. There are two exceptions to this rule. In December, checks are available on the last working days nearest December 15th and 22nd. In May, the last check is distributed on or near May 15. Paychecks for faculty teaching during Summer I come at the end of that term. Whereas the salaries of Summer II instructors are divided into two equal checks. These are distributed on or near July 31 and at the end of the term.

GRADUATE STUDY BY FULL-TIME FACULTY MEMBERS

The improvement of professional qualifications by faculty members is encouraged. However, in order to minimize any disruption of the University schedule and related activities, all plans for graduate study must be presented each semester to the appropriate dean, who will submit his or her recommendation to the Vice Chancellor for Academic Affairs for approval. Final approval rests with the Chancellor.

VISITING SPEAKERS AND SPECIAL EVENTS

Proper planning and coordinated promotion is important for the success of campus events. In order to assist in such planning, the Office of Information Services has prepared a planning checklist. Copies are available for use by any member of the faculty or staff.

There are several policies and procedures that govern the planning and giving of special events. In the case of a visiting speaker, ordinarily an official invitation to speak on campus is issued by the Chancellor. A faculty member planning to invite a speaker to come to the campus should notify the Chancellor's office so that an official invitation may be made. It is encouraged that all publicity efforts be coordinated through the Office of Information Services. Moreover, events open to the public must be placed on the Cultural Affairs Calendar (contact the Office of Information Services). Tukey Lecture Theatre and the Campus Activities Building must be reserved well in advance through the Physical Plant Office.

For more information on policies and procedures, contact the Office of Information Services.

ACADEMIC ADVISEMENT AND RECORDS

The Associate Chancellor for Student Affairs and the deans of the schools are responsible for the academic advisement program. The following are presently being used:

Assignment of Advisors

- (1) Entering freshmen students who are admitted as regular students and have declared a major are assigned an academic advisor by the dean of their respective school.
- (2a) Undecided freshman students who are admitted as regular students are assigned an academic advisor from a group of specially trained advisors.
- (2b) When the undecided student makes a definite decision on a major, he or she is reassigned to an advisor in that area by the dean of the appropriate school.
- (3) Entering freshmen students admitted as "branch specials" or scoring very low on placement tests will be advised by the Developmental Services faculty until they are removed from the branch special status.
- (4) Advisors for students in the Bachelor of Arts or Bachelor of Science in Interdisciplinary Studies are selected by the Coordinator of the Interdisciplinary Studies program, who maintains all files on these students.
- (5) All transfer students are assigned to deans for advisement and evaluation of transcripts.
- (6) Deans are responsible for maintaining records of students majoring in their respective areas. If a student changes his or her major, this file will be sent to the Student Affairs Office for reassignment.
- (7) Records for students who are undecided as to a major program of study are filed in the Counseling and Career Development Center. These records are sent each semester to the advisor and returned after the advisement period.
- (8) Records for students in the Interdisciplinary Studies program are kept in the coordinator's office.

GRADE REPORTINGI. Class Rolls

Class rolls are distributed to the schools and divisions four times each during the fall and spring semesters. They are distributed three times each during summer sessions. A faculty who does not receive a class roll should contact his or her dean's office. If the roll has been misplaced, the dean should contact the Records Office for an additional copy.

A. Temporary Rolls

1. Temporary rolls are produced at the end of the last day of registration.
2. Temporary rolls should be used for reference only. Students who register late, or drop and add your section are not included on this roll.

B. Official Rolls

1. Official rolls are produced after the last day to add a course or change sections.
2. Official rolls should be considered accurate.
 - a. If a student is attending a course, but his or her name does not appear on your roll, the instructor should advise the student to come to the Records Office.
 - b. If a student's name appears on a roll, but he or she has not been attending your course, the instructor should check with the Records Office to see if the student has officially registered for the course.

C. Midterm Grade Rolls

1. Midterm grade rolls are produced after the last day to drop a course without penalty.
2. Errors on the midterm rolls should be corrected on grade roll correction forms.

D. Final Grade Rolls

1. Final grade rolls are produced approximately two weeks prior to the end of the semester.
2. Corrections to rolls must be made via grade roll correction forms. These are available from school secretaries.

II. Grade Descriptions

A. Midterm Grades ('S'/'U')

1. Space is provided on the roll for the Instructor to indicate a grade of 'S' (Satisfactory) or 'U' (Unsatisfactory).
2. Midterm grades are not posted with the student's permanent record nor are they computed into GPR.

- B. Letter Grades ('A', 'B+', 'B', 'C+', 'C', 'D+', 'D' and 'F')
- C. Pass-Fail Grading ('S'/'U')
- D. ('WF'/'W')
 - 1. 'WF' is automatically assigned for withdrawal from a course after the drop date. The grade is treated as an 'F' in the evaluation of GPR.
 - 2. 'W' is recorded on a student's permanent record for courses dropped after the last day of late registration but before the drop date.
 - 3. 'W' may be assigned in exceptional cases to indicate satisfactory performance in courses from which a student withdraws after the drop date. Forms are available from the Records Office.
- E. Incomplete ('I')
 - 1. 'I' indicates satisfactory attendance and performance but failure to complete some portion of the assigned work in the course.
 - 2. By arrangement with the instructor, the student may have up to twelve months during which to complete the work before a final grade is recorded.
 - 3. A student seeking an 'I' must arrange a meeting with the instructor before the end of the term in order to draw up a contract stating the requirements for the completion of the course.

If, as determined by the instructor, circumstances prohibit a contract meeting before the end of the term, such a meeting should be held within thirty days of the next regular (i.e., fall or spring) semester if the student does not meet with the instructor to draw up a contract by the end of this thirty day period, a final grade may be assigned at the discretion of the instructor.
 - 4. The contract, signed by the instructor and the student, includes the work to be completed and agreed deadlines for completion. But, in no case may the ultimate deadline be more than twelve months from the date that the 'I' was given.
 - 5. The instructor keeps the original contract. Copies are given to the student, the dean of the school in which the course is offered, and the Records Office.
 - 6. After one year, a grade of 'I' may be changed to some other letter symbol only if it was recorded so erroneously.

7. The grade of 'I' affects the computation of GPR as if it were a grade of 'F' until a permanent grade is assigned.

F. Audit ('AUD')

1. 'AUD' indicates a course was carried on an audit basis.
2. The student is not responsible for any course work and the grade is not computed in totals.

G. No Record ('NR')

1. 'NR' is assigned by the Records Office in the event that an instructor fails to submit a student's grade.
2. It is a temporary grade to be replaced by a valid letter grade. If no grade is assigned, the student automatically will receive credit at the end of the following semester.

III. Faculty Grade Reporting

All grades are due in the Office of the Director of Records and Registration by the specified date announced for each semester. Grade rolls must be delivered in person and may not be sent by inter-campus mail. The Director is responsible for delivery of the grades to the Office of Administrative Services on the Columbia campus for processing. Final grades for graduating seniors must be submitted one week prior to graduation. This requirement may necessitate earlier examinations for graduating seniors.

A. Final Reports of Grades

1. The faculty member is responsible for entering a written grade for each student listed on the roll, a corresponding plugged grade in the optical scan area to the right, and an instructor's signature in the space provided.
2. The faculty member cannot assign the following grades unless the option is indicated on the Grade Roll:
 - a. Pass-Fail grades can be assigned only when 'P'/'F' has been preprinted near descriptions.

- b. An audit cannot be assigned on a grade roll. If the student has opted to audit the course at registration, the audit area is automatically plugged by the computer and the grade of 'AUD' printed.
 - c. A 'WF' grade should not be assigned by the instructor. If the student has withdrawn officially or dropped the course after the official drop date. The 'WF' is plugged automatically by the computer.
 - d. A 'W' grade cannot be assigned by anyone but the Records Office upon receipt of the approved form from the student's dean.
3. An 'I' should never be used as a substitute grade when the grade cannot be assigned through fault of the instructor or school. Incompletes are computed as 'F' in a student's GPR. It is best to leave the area blank and use a Grade Roll Correction form for explanation. The final grade should be forwarded to the Records Office by an official letter from the faculty member.
4. The detachable area on the right of the Grade Roll is to be used for posting grades within the department. (See "Student's Right of Privacy Regarding Grades.")

B. Grade Roll Corrections

Grade roll corrections (see "Sample Forms") are used by the instructor to help make corrections to the Final Grade Rolls. These must be completed as follows:

- 1. Student's full name (printed)
- 2. Student Number (social security number)
- 3. Department Course and Section (exactly as printed on your final grade roll)
- 4. Credit Hours assigned to the course
- 5. Grade if applicable)
- 6. Type of Change (mark only one with "X")
 - a. Student attended this class but not on the roll--assign grade.
 - b. Student never attended this class (possibly not enrolled in this section)

- c. Student dropped course officially before penalty date. Check this block if your records indicate that an official Change of Schedule form was signed by you or your department. If you do not have a record of the official Change of Schedule form, the student should be assigned an appropriate grade.
- d. Miscellaneous Change:
 - i. Credit (for variable credit only), audit problem (i.e., an apparent auditor, shown for credit or vice versa--indicate 'AUD' for auditor, letter grade for non-auditor).
 - ii. Pass/Fail problem ('P'/'F') option shown in error or missing--include grade).
 - iii. Other--explain as appropriate on lower line.

IV. Grade Changes/Errors in Recording Grades

- A. In case of error in reporting of final grades, the instructor shall complete the approved form and send it to the Director of Records and Registration, who shall then place the issue before the Academic Affairs Committee.
- B. If a student wishes to challenge his or her grade, it must be done before the end of the following semester.
- C. Special make-up work or examinations to change grades already recorded are not permitted.

V. Withdrawal

A student withdrawing after the last day to drop a course without penalty may petition to receive a grade of 'W' rather than 'WF' by submitting an "Assignment W Grade for Medical Reasons or Extenuating Circumstances" to the Records Office. This form is sent to the faculty member to determine if the student has earned a 'W' or a 'WF'. This form is to be returned to the Records Office.

STUDENT'S RIGHTS OF PRIVACY REGARDING GRADES

Faculty members may not post publicly any grade (i.e., daily quiz, midterm grade, final examination, or semester grade) of any student by name. Such practices, including associating grades with students' initials, have been determined by the courts to constitute an invasion of privacy. It is proper, however, to post grades of individual students associated with his or her social security number only.

In addition, the practice of leaving graded quiz papers indiscriminately outside faculty offices or on classroom tables could be interpreted as an invasion of privacy and is therefore prohibited.

ACADEMIC DISCIPLINE

The Student Affairs Committee handles infractions of academic discipline in the following manner:

- (1) The chairperson of the committee is notified of the alleged infraction by a student or faculty member. An Honor Court consisting of three faculty members and two students is appointed by the chairperson.
- (2) All evidence, such as tests, papers, and names of witnesses should be given to the chairperson with a written statement explaining the alleged infraction. A faculty member should not confront a student and attempt to get a confession.
- (3) The "Code of Student Academic Responsibility" that is given to students is to be found in the USCS Student Handbook.
- (4) Questions regarding infractions and procedures should be referred to the Associate Chancellor for Student Affairs.

REVISING THE CURRICULUM

Faculty seeking to institute a new course or revise the curriculum must adhere to the following prescribed procedures. This includes securing the required signatures on the appropriate form for the request. There are two standard forms available. For minor changes to existing courses, the "Request for Change in Course Description" is sufficient. For new courses, the "Request for Addition of New Course" is required. Copies of these forms are available from school secretaries or school representatives of the Executive Academic Affairs Committee. (Sample forms are appended to this section).

- (1) Complete the appropriate form and respond to the criteria in the "Procedures for New Course Proposals." (See below).
- (2) Present proposal to the appropriate divisional or school faculty for comments or revision.
- (3) Submit the proposal to the appropriate divisional or school Academic Affairs Committee.
- (4) Obtain the signatures of the divisional chair or assistant dean and the dean of the school.
- (5) Submit the proposal to the Executive Academic Affairs Committee.

- (6) Should the proposal be approved by the Executive Academic Affairs Committee, it is forwarded as a committee recommendation to the Faculty Senate for deliberation.
- (7) Following Senate approval, the proposal is forwarded for administrative approval.

The faculty members initiating proposals for curricular revision are responsible for being available for all of the above meetings in order to answer inquiries related to that proposal. Chairpersons of the respective committees, however, are responsible for requesting the presence of those faculty members initiating the proposal.

ACADEMIC AFFAIRS COMMITTEE

PROCEDURES FOR NEW COURSE PROPOSALS

1. Faculty members initiating proposals for new courses may obtain prospectus forms from their divisional or school secretaries. These forms should be completed with additional material appended and returned to the appropriate school administrator for approval.

No course will be published in a schedule or tentative schedule until it has previously passed through the procedures outlined below.

It is important that the form and supporting material be legibly typed and suitable for photocopying.

Only originals are acceptable.

2. Form. The purpose of the form, "Request for Addition of New Course," is primarily administrative. All the appropriate approvals are noted by signatures affixed to this form.

(The information on this form should not be construed as reflecting criteria for its approval).

- (a) Course number and title should be designated on the form. If the precise catalog number has not been determined, the first digit denoting course level should be indicated.

(The current policy on numbering remains largely derivative from the Columbia course offerings. Should a new course and/or new number be chosen that is not presently listed in the Columbia catalog, the prefix 'S' is attached to a three-letter abbreviation of the discipline. EXAMPLE: A new course in biology would be listed "SBIO ---." All courses listed "BIOL ---" are compatible with offerings at the main campus. Special approval of the V.P. for Regional Campuses is required for all courses exclusive to the USCS curriculum).

- (b) List prerequisites and any corequisites (labs, recitation, etc.) in the blanks provided. Indicate semester credit hours for such corequisites.
- (c) Include the description of the proposed course. (This is the description that would be entered in the catalog).
- (d) Indicate the proposed instructor(s) and any alternates. In the latter case, specify those individuals on the present faculty who would be qualified to give this course as alternates.
- (e) Check the appropriate boxes.

3. Statement of Justification. The following is a set of questions intended to serve as guidelines for expressing both the need and justification for the new course. These questions represent relevant criteria for assessing the merit of a course addition. Many of these questions may be answered quite briefly; others, however, require a more extended response. The following convention shall be adopted throughout. Responses to these questions should be identified in the text of the statement by means of the numbering index provided.

(Questions denoted by an asterisk are optional).

A. Content, Objectives, Methods

- (A1) What general topics would be central for the content of this course?
- (A2) What are the intended objectives for such a course of study?
- (A3) Are there any laboratory and/or recitation periods required or recommended for this course? Describe. Are present facilities adequate to meet this demand?
- (A4) To what extent would the student be required or encouraged to conduct individual research? Are present library holdings adequate to support such research?
- (A5) How common is such a course to American colleges and universities? If the proposed course is relatively rare, explain why it is necessary at USCS.
- (A6) List textbook(s), suggested readings, materials.

B. Instructor

- (B1) What experience does the proposed instructor have in teaching the content of this course?
- (B2) What other relevant background or training has the proposed instructor had?

C. Major Programs and Divisional Curriculum

If the proposed course is an addition to a revision of an existing major program, answer questions Cl.1 - Cl.6. If not, then respond to Cl.7 only.

- (Cl.1) At what level should this course be characterized: lower division, or upper division? If the latter, is it intermediary or advanced?
- (Cl.2) What role does it serve in the specified requirements for the major?
- (Cl.3) What other existing course(s) does it complement in content?
- (Cl.4) Does it have any required prerequisites? Specify.
- (Cl.5) Are there any recommended prerequisites? Describe.
- (Cl.6) Does it introduce or contribute to some intended area of concentration or specialization within the major? Describe.
- (Cl.7) Would this course have a role in a major program should plans for such a degree be adopted? Specify.
- (C2) Does the course have any interdisciplinary function within the division?
- (C3) Was this proposal presented to members within the division? Describe.
- (C4) How often will the course be given within the two year planning module for the division or school?
- * (C4.1) If possible, specify which semester(s) it will be regularly offered, and which of these offerings will be in the day and/or evening.

D. University Curriculum

- (D1) In view of its content and objectives, what general university audience would this course serve?
- (D2) What role would it have in the corps requirements for existing degree programs of other disciplines?
- * (D3) Are affected divisions or schools (cf. (D2)) aware of this course proposal? Is there support for this proposal from these divisions or disciplines?
- * (D4) What plans are there to inform advisors if the course should be adopted?

4. School administrators are reminded that the faculty member initiating course requests should consult the Director of the Library (or some designated representative) concerning supporting library resources. Should current library holdings be judged inadequate, the AAC will delay consideration until the Director of the Library can assure the committee the needed resources will be available by the time the course would be offered.

5. Forms approved by the division or school administrator and librarian should be forwarded to the AAC in care of the administrator (or some designated representative).
6. The AAC administrator forwards a copy of the course proposal to the Office of the Vice Chancellor for Academic Affairs.
7. Some course proposals shall be referred to the Academic Forward Planning Committee (AFPC) prior to deliberation by the AAC. It is the responsibility of the AFPC to review curriculum additions that would either create major programs or substantially modify existing programs. To facilitate the commission of this responsibility, the AAC has agreed to refer new course proposals that satisfy at least one of the three following conditions:
 - A. Those that would require a revision of current catalog specifications for requirements for an existing major program;
 - B. Courses intended to introduce or supplement a new area of concentration or specialization within an existing major program;
 - C. Courses that are not additions to an existing major program.
8. Subsequently, the AAC administrator informs both the faculty member initiating the request and the school administrators of the date the committee has set for considering the proposal. The proposer(s) should attend that meeting in order to answer any committee inquiries.
9. All course requests passed by a simple majority of voting members will be forwarded to the Faculty Secretary for approval by the Senate. The AAC sponsors the motion to the Senate.

UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG
REQUEST FOR ADDITION OF NEW COURSE

SUBMITTED FROM DIVISION AND/OR SCHOOL OF _____

COURSE NO. _____ TITLE _____

CREDIT (SEM. HRS.) _____ PREREQUISITE(S) _____

COREQUISITE(S) _____ CREDIT _____

COURSE DESCRIPTION _____

PROPOSED INSTRUCTOR _____ SEMESTER _____

ALTERNATES _____ ESTIMATED ENROLLMENT _____

____ A statement of justification is appended.

____ A listing of new equipment and special facilities required for this course is attached.

____ Current library holdings are adequate for supporting this course.

____ Current library holdings are not adequate; provisions for additional resources have been made.

Director of the Library _____ Date _____

____ This proposal has been submitted to divisional/school meeting.

____ Signature of chairperson of school/division Academic Affairs
Committee

Signature _____

Date _____

____ Signature of Assistant Dean/Chairperson

Signature _____

Date _____

☐

Signature of Dean

Signature _____

Date _____

☐

The proposal has been submitted to Executive Academic Affairs
Committee

Signature of Chairperson of Executive AAC.

Signature _____

Date _____

☐

Approved by Faculty Senate

Secretary's Signature _____

Date _____

☐

Approved by Vice Chancellor for Academic Affairs

Signature _____

Date _____

UNIVERSITY OF SOUTH CAROLINA AT SPARTANBURG
REQUEST FOR CHANGE IN COURSE DESCRIPTION

OLD DESCRIPTION

Course No.: _____ Title: _____

Credit (Sem. Hrs.) _____ Prerequisite(s): _____

Corequisite(s): _____ Credit: _____

Course Description (Give page number of catalogue): _____

NEW DESCRIPTION

Course No.: _____ Title: _____

Credit (Sem. Hrs.) _____ Prerequisite(s): _____

Corequisite(s): _____ Credit: _____

Course Description: _____

EXPLANATION:

JUSTIFICATION:

SUBMITTED FROM DIVISION AND/OR SCHOOL OF _____

☐

This proposal has been submitted to divisional/school meeting.

Signature of Chairperson of School/Division Academic Affairs
Committee

Signature _____

Date _____

☐

Signature of Assistant Dean/Chairperson

Signature _____

Date _____

☐

Signature of Dean

Signature _____

Date _____

☐

The proposal has been submitted to Executive Academic Affairs
Committee

Signature of Chairperson of Executive AAC

Signature _____

Date _____

☐

Approved by Faculty Senate

Secretary's Signature _____

Date _____

☐

Approved by Vice Chancellor for Academic Affairs

Signature _____

Date _____

NOTE: A "Request for Change in Course Description" follows the same
route as described for the "Request for New Course."

INDEPENDENT STUDY COURSES

No student will be permitted to register for Independent Study unless he or she has completed the form "Application for Course Offered as Independent Study" (see "Sample Forms"). Any student desiring to take an Independent Study course should pick up this form from his or her dean. It should be completed by the instructor and all signatures required should be secured. Finally, the student is responsible for forwarding the completed form to the Director of Records and Registration for official approval.

WITHDRAWAL OF VETERANS FROM A CLASS

All veterans and others who receive benefits from the Veterans Administration are responsible for informing the Veterans Officer of any change in enrollment status or withdrawal from USC at Spartanburg. If a veteran withdraws from a class the Veterans Affairs Office requests that the faculty member notify the Veterans Affairs Office as soon as possible of the student's last date of attendance by using any one or a combination of the following four methods:

- (1) last activity (including attendance) as indicated by the instructor's records,
- (2) last papers submitted,
- (3) last examination completed,
- (4) student's reasonable statement of last date of attendance.

MASTER CALENDAR

A master calendar is maintained by the Student Affairs Office. All faculty, staff, and student organizations should contact the Student Affairs Office to place activities on the calendar as far in advance as possible.

PERSONNEL INFORMATION

The Personnel Office maintains the personnel files of all faculty members. Faculty members should notify the Personnel Office of any relevant academic activities, new degrees, changes in address or dependents, and other such information.

FEDERAL, STATE AND FOUNDATION GRANT SEEKING

The Office for Development and Sponsored Projects (Administration 202, ext. 203) has the responsibility for coordinating federal, state, and foundation grant seeking. The office assists faculty in locating funding sources and in getting the proposals written, typed, and supported. The following procedures are suggested for persons seeking grants:

- (1) Formulate the idea in one or two written pages.
- (2) Discuss the idea and the grant guidelines with the Director for Development and Sponsored Projects.
- (3) Clear all grant proposals with the Director for Development and Sponsored Projects, the Vice Chancellor for Academic Affairs, the Chancellor, and the Office of Sponsored Programs and Research (Columbia campus).
- (4) Seven working days prior to the grant deadline, submit a copy of the grant proposal, a completed Sponsored Project Review and Approval Form, and a completed GCR-1 Form (which also fulfills any required A-95 clearinghouse review) to the Office of Sponsored Programs and Research (Columbia campus).
- (5) Research grant proposals involving human subjects must be submitted to the USC Institutional Review Board (IRB) for the Use of Human Subjects (through the Office of Sponsored Programs and Research, Columbia campus) when the proposal is submitted to the funding agency. An IRB form can be obtained from the Office for Development and Sponsored Projects.
- (6) The System Vice President for Finance (Columbia campus) signs grant proposals for the University system thereby financially obligating the University.

POST-AWARD GRANT ACTIVITIES

Once a federal, state, or foundation grant is awarded, it is necessary for the Director for Development and Sponsored Projects to monitor the handling of the grant. Therefore, the following procedures serve as guidelines to grant recipients:

- (1) The hiring or transferring of any USCS personnel (whether the position is classified or unclassified, full- or part-time) must be communicated to the Director for Development and Sponsored Projects prior to offering the position to a candidate.
- (2) The purchase of equipment or supplies with grant funds must have the purchase requisition routed to the Director for Development and Sponsored Projects who forwards it to the Business Office.

- (3) In general, the spending of any grant funds regardless of purpose (e.g., travel, foods, hiring of consultants, contracting for service, etc...) must be reviewed by the Director for Development and Sponsored Projects.
- (4) When grants require cost sharing by the University, the principal investigator must confer with the Director for Development and Sponsored Projects at least two weeks prior to the grant's starting date and two weeks following the grant's starting date. If the grant continues beyond the initial semester, the principal investigator must confer with the Director for Development and Sponsored Projects again two weeks prior to and two weeks following the beginning of that semester.

ROOM USE

The use of any campus room or facility requires reservation in advance. The campus Activities Building and Tukey Auditorium are reserved through the Office of Physical Plant. All other rooms and facilities are reserved through the Student Affairs Office.

CANCELLATION OF CLASSES DUE TO INCLEMENT WEATHER

The Director of Information Services is responsible for notifying the news media of the opening or closing of the University. Several radio and television stations are notified: WASC, WORD, WKDY, WSPA and WSPA-TV in Spartanburg; in addition, WGXL, WFBC and WFBC-TV in Greenville; and WEAC in Gaffney.

The Public Safety Office update the recorded telephone answering service with current information, and every effort is made to establish normal switchboard operations as soon as possible.

The University opens or closes as a whole. The decision to close or open is binding for all classes and activities including athletic events, convocations, graduate regional studies' courses, continuing education's courses, the Burroughs Child Development Center, and various service functions. Should there be an urgent need to vary from this stated policy, the Director of Information Services should be consulted (at home or office). Only the Director of Information Services may contact the media concerning cancellations.

For morning classes, the University follows the decisions of the Spartanburg County Schools on cancellation of classes for the first day of a winter storm. The decision to open or close the University is announced by 6:30 a.m. The decision to hold or cancel evening classes (i.e., classes after 5:00 p.m.) is made by the Chancellor and is announced no later than 3:00 p.m. After the first day of a winter storm, the Chancellor re-evaluates conditions and may direct that the University reopen earlier than the public schools. In any case, the news media is notified and announcements are made well in advance.

Faculty may be required to make up any class hours cancelled due to inclement weather. Twelve-month employees, however, are not authorized to take leave due to inclement weather. Staff members have the option of (1) reporting for work, (2) making up absences at the discretion of the supervisor, or (3) taking annual leave.

OFF-CAMPUS TELEPHONE CALLS

To dial a number in the Spartanburg area, dial 9 and then the number.

For all other off-campus telephone calls it is necessary to first call the switchboard by dialing "operator." For calls to the Greenville area, request the "Greenville line." For all other calls, request the "Columbia line." If there is a waiting list, the individual is called when the line requested is available. (After being notified, you must hang up the telephone and the operator rings again with the requested open line).

For calls outside of Spartanburg the following procedures apply.

Greenville line: dial the appropriate number

Columbia line:

On the Columbia campus, dial 7 and the extension (four digits)

Regional campus of the University, dial 7 and the extension (four digits)

In Columbia--off campus, dial 9 and then the seven digit number

In state--but not in Columbia, Greenville, or Spartanburg--dial 5 - 1 - and the seven digit number.

Out of State--dial 5 - 1 - Area Code - the seven digit number

Long distance information--dial 1 - Area Code - 555-1212

SERVICES

LIBRARY SERVICES

Circulation Policies

All USCS students, faculty, and staff must have ID cards to borrow library material except reserve items. Each borrower is responsible for all material checked out on his or her card.

The normal borrowing period in fall and spring semesters is not less than two weeks and not more than three weeks; in summer, the minimum period is one week, the maximum two weeks. Books may be renewed as often as wished unless they have been requested by someone else or the borrower's privileges have been suspended. All books are due the first day of exams at the end of each term, no matter when they were checked out; they may be renewed, but they need to be brought in so records can be cleared.

Overdue fees are not usually charged for regularly circulating books, but borrowing privileges are suspended after books are more than two weeks overdue or if books are not returned on the first day of exams. (Except in exceptional circumstances, faculty members do not have borrowing privileges suspended). Students who have not returned books at the end of the term also are barred from registration and have their transcripts held. Books must be returned or the borrower will be billed \$25.00 per volume.

As a courtesy, the library sends one overdue notice to each borrower.

Every borrower is expected to return an overdue book called in for someone else's use. In these cases, special notices are mailed or a phone call is made. If the notice is mailed, it is assumed that it is delivered within 72 hours; if the books are not returned within 48 hours after notification, a fine is charged of \$3.00 per day each day the book is overdue (up to \$25.00 for each book) and borrowing privileges are suspended until the books are returned and the fine is paid. Students who owe fees at the end of the term also are barred from registration and have their transcripts held.

Fines are charged for overdue reserve materials; the fine schedule is posted at the circulation desk.

Books may not be renewed by phone.

Circulation records are confidential; only inquiries concerning when a book is due will be answered.

Interlibrary Loans

Interlibrary loans for personal use are available through the Reference Department. All fees are to be paid by the faculty member ordering the material.

Interlibrary loans which are for faculty members' classroom use, not for personal use, can be charged to the University. In order to charge such material, faculty members must have a "Purchase Requisition" (see example in "Sample Forms" section of this Handbook) signed by the dean, assistant dean or division chairperson; the form must be given to a Reference Librarian at the time the interlibrary loan is requested.

Special cards are used for requesting interlibrary loans (see example in "Sample Forms" section of the Handbook); cards are available in the Library.

Failure to return interlibrary loan books on time will result in the loss of the service through the USCS Library.

Class Tours of the Library

The librarians provide programs to teach the efficient use of the Library. Faculty members who wish to use this service should call to make arrangements with a reference librarian.

Cooper Library, USC Columbia

Faculty members from this campus who wish to borrow books from Cooper Library in Columbia must have a validated ID card; the validation sticker must be for the current school semester. Validation stickers are available in the Public Safety Office.

It is possible to have ID cards made in Columbia in Pettigru Building (Monday-Friday, 9:00 a.m.-5:00 p.m.) if proof of being a faculty member is presented. A note from the Business Office in Spartanburg is sufficient if you are not listed in the USC Directory. IF any special problems are encountered, please call or see Tom Marcil, Circulation Librarian at Cooper.

IF YOU NEED MORE INFORMATION, PLEASE CALL EXT. 410 OR 411 TO ASK FOR A REFERENCE LIBRARIAN.

Audio-Visual Distribution Center

Filmstrips, records, slides, audio-cassettes, video-cassettes, kits, models, and games are available in the Library Audio-Visual Distribution Center. These items do not circulate, but faculty members may check them out for classroom use and they may be put on reserve for courses. The AVDC has its own card catalog, and all materials are also listed in the main catalog in the Library. Cards for these materials are identified by a red stripe on the left of the card and "AV Center" above the call number.

IF YOU NEED MORE INFORMATION, PLEASE CALL EXT. 421 TO ASK FOR AN AVDC STAFF MEMBER OR EXT. 410/411 TO ASK FOR ELLENOR MCCAUGHRIN.

Reserve Material

For student and faculty convenience required reading for courses may be put on reserve in the Library. Faculty members should fill out a Reserve Request Form (see example in "Sample Forms" section of the Handbook) for each class each semester. Please allow one week for the staff to process the reserves. It rarely takes more than 48 hours except at the beginning of a semester, but the work load at the circulation desk is frequently very heavy, and reserves are processed in the order they are received.

Faculty members determine what type of reserve they want for each item, but for the time material which is on reserve, all students using it are bound by the Library's rules.

All items remain on reserve until the end of the term, when they are automatically removed unless the faculty member notifies the circulation personnel earlier in writing or by phone that an item is no longer needed.

Bound periodicals and reference works owned by USCS Library will not be put on reserve.

Except for works owned by Cooper Library in Columbia which may be put on reserve for students in the Graduate Regional Studies Program, works owned by other libraries will not be accepted for reserve use.

Faculty members may not change the type of reserve they requested except by calling or writing to the circulation personnel; messages will not be accepted from students.

Reserve material is not counted as Library circulation, so any record of signatures on the check-out cards is not available to faculty members.

Photocopies for reserve will not be made by any library staff member; each faculty member is responsible for all photocopies placed on reserve.

No material will be accepted for reserve if violation of the copyright law is involved.

IF YOU NEED MORE INFORMATION, PLEASE CALL EXT. 410 or 411 TO ASK FOR A STAFF MEMBER IN CIRCULATION.

Copying Machines

If material owned by the Library is to be copied for instructional use by a faculty member, the charge is absorbed by the Library. If students are sent to the Library to do such copying, the faculty member must send a note with the student or call a full-time staff member in circulation.

Any material not owned by the USCS Library that is copied on a machine in the Library must be paid for by the faculty member, unless the copying machine in the division office is out of order. In that case, a sheet must be signed in the Library to indicate the number of copies made.

IF YOU NEED MORE INFORMATION, PLEASE CALL EXT. 410 OR 420 TO ASK FOR A STAFF MEMBER IN REFERENCE OR TECHNICAL SERVICES.

WORD PROCESSING CENTER SERVICES

I. Introduction

On August 15, 1981, the University of South Carolina at Spartanburg made several important changes in its printing and duplicating system. These steps have been taken in response to recommendations in the Southern Association Self-Study calling for more accountability and accuracy in all business operations as well as evidence that the previous procedures allowed considerable waste and abuse.

The major features of the revised procedures are:

- (1) placing responsibility for all printing and copying equipment in the hands of the campus Printing Services Manager, Jan Caldwell;
- (2) placing convenience copying equipment on a key-lock system which greatly eases the task of accurate accounting and makes it much more difficult for unauthorized persons to use the machines;
- (3) giving a separate budget to the Word Processing Center, which will encourage business-like operations and ensure that its staffing and equipment remain consistent with University needs.

II. Convenience Copying

Each building on campus has a convenience copying machine for use by faculty and staff in day to day office operations. Access to this machine is limited by a key-lock system. At least one key is available in each budget area; budget officers may request additional keys as desired from the Printing Services Manager. The key system activates a counter which will be read monthly by the Printing Services Manager and the department will be charged at a rate of 4¢ per copy. This figure is based on the actual cost to the University of the convenience copiers, including rent, paper costs, supplies, and service contracts.

This new policy has two distinct goals. First, it should encourage faculty and staff to save money by sending large copying jobs to the Word Processing Center, where the cost is considerably lower. For example, a department would pay \$20.00 to run off 50 copies of a 10 page, multiple choice test on its convenience copier, but only \$12.50 to send the same job to Word Processing. Second, lower volume on the convenience copiers should reduce service calls and improve copy quality.

Assistance in operating the convenience copiers is available from the key operators, designated members of the staff in each building. Emergency help can be obtained from the Printing Services Manager at Extension 245.

III. Typing and Printing Services

The University of South Carolina at Spartanburg operates a typing pool and limited service print shop in the Word Processing Center in the Administration Building. It is under the direct supervision of the Printing Services Manager, and is staffed with two employees, one who typesets and uses the magnetic card typewriter and one who uses a magnetic card typewriter.

Its functions, in order of priority, are: (1) to provide inexpensive and high quality typing support to faculty engaged in classroom activities; (2) to assist in the preparation of USCS materials intended for external use, such as magnetic card letters, promotional brochures, applications, school catalog, schedules, etc. (3) to type and distribute internal communications and reports; and (4) to undertake public service projects and personal services for faculty.

The center's goal is to provide 24-hour service whenever possible, and generally this goal has been met for routine academic materials.

In the past, the University has provided a number of public service printing services for professional and civic organizations through a small fund in the Office of University Relations. Due to budget restrictions for 1981-82, this practice must be sharply curtailed. Faculty members representing organizations may have such jobs done in the center by paying regular charges at the business office. They will find that this charge will recover the University's cost, but will still be less than the rates charged by commercial operations.

For the convenience of faculty and staff, the Word Processing Center maintains a pick-up and delivery service which operates daily at 9:30 a.m. and 2:30 p.m. with stations at the School of Humanities and Sciences; the School of Education; and the Mary Black School of Nursing. Tests and all confidential materials should be clearly labeled and placed in a sealed envelope so that student assistants will not handle them.

As in all USCS printing projects, materials prepared for external circulation are subject to review by the Director for Information Services. Before being printed, they must be correct in grammar and style, and conform to USCS University Relations objectives. It is the responsibility of the Director for Information Services to work with the originator to ensure that these objectives are met.

IV. Word Processing Center Charges

A. Typing Services

1. Typing from a readable original

\$.50 per page,
double spaced
\$.80 per page,
single spaced
2. Author's changes or alterations in a finished draft requiring the retyping of more than three lines.

\$.50 per page,
double spaced
\$.80 per page,
single spaced
3. Charts, tables, or other special formats

\$1.50 per page

4. Storage of an original on magnetic card for future use

\$1.10 per page,
double spaced
\$1.40 per page,
single spaced
5. Typing multiple letters and envelopes (WPC will no longer look up addresses or zip codes)

\$.15 each

6. Typesetting (galley format)

\$5.00 per page

7. Typesetting tables or special formats

\$7.50 per page

B. Printing Services

1. GBC binding

12-24¢ each,
depending on
size
2. Folding

\$4.00 per thousand

3. Hole punching

\$2.00 per thousand
holes
4. Hand collating

\$3.50 per thousand
sheets

C. Press Charges

	<u>8½ X 11</u>	<u>8½ X 14</u>
25	.75	1.25
50	1.25	2.00
75	2.00	2.75
100	2.50	3.50
200	4.50	5.50
300	6.00	7.00
400	7.00	8.00
500	8.00	9.00
600	9.00	10.00
700	10.00	11.00
800	11.00	12.00
900	12.00	13.00
1000	13.00	14.00
Additional thousands	12.00	13.00

NOTE: Only black ink is available in the Word Processing Center, but paper is available in a variety of colors and weights at no additional charge.

NOTE: In order to conserve paper, the Center will single space all typing and do all reproduction on both sides of the paper unless specifically instructed otherwise.

TUTORING LAB

The Tutoring Lab, a part of the Department of Developmental Studies, provides tutorial services at no charge to any student at the University. The Lab is staffed by a Coordinator and undergraduate student assistants who have met specific competency prerequisites. These staff members have continuous in-service training to develop cognitive, affective, communicative and study skills to aid students visiting the Tutoring Lab.

The Tutoring Lab represents a genuine concern of faculty representatives from all disciplines at the University to meet the needs of all students at the University.

The following areas are represented in the Tutoring Lab: English, Mathematics, Physical Science, Business, Computer Science, Social and Behavioral Sciences, and Study Skills for all disciplines.

The Tutoring Lab operates from 8:30 a.m. to 6:30 p.m., Monday through Thursday and Friday from 8:30 a.m. until 12:30 p.m. To accommodate all USCS students, special appointments can be arranged by request.

Faculty may refer students to the Tutoring Lab as either a voluntary or mandatory undertaking. Attendance is mandatory if the faculty member makes attendance or specific improvements a requirement for satisfactory completion of the course.

The Tutoring Lab also provides useful services to the faculty. It monitors tests given to handicapped students. It monitors make-up tests for regular students. It provides staff to work with students making up incomplete grades in coordination with the students' teachers.

The following forms (see "Sample Forms") are used by the Tutoring Lab and faculty members in order to facilitate achievement of Lab goals:

1. Instructor's Lab Referral Sheet. This form is used to refer a student to the Lab. The more complete and specific the information provided by the faculty member, the better prepared the Lab staff will be to aid the student.
2. Lab Acknowledgement of Student Referral. This form is simply a means of letting the faculty member know that the student referred to the Lab has reported to the Lab and requested assistance.
3. Instructor's Feedback Sheet. This form provides the Lab with comments from the professors concerning Lab procedures and an evaluation of the student's development.

For additional information, contact Susan Montjoy, Ext. 359.

READING CLINIC

The Clinic is available to public school students, college students, and adults who need remedial reading diagnosis and instruction. Clients pay \$40.00 for a complete reading evaluation and \$9.00 per hour for one-to-one instruction by part-time reading teachers who are paid \$7.00 per hour.

A second component of the Reading Clinic is the Center for Improved Learning, which provides a complete psychological evaluation at a cost of \$100.00. Based upon evaluation, one-to-one instruction is provided by part-time learning disability teachers. The Reading Clinic Coordinator also supervises this program as well as the summer programs listed below.

Two summer reading enrichment programs are conducted for elementary and junior high school students for two hours a day for three weeks. Tuition of \$60.00 is charged for the small group and individualized instruction provided by master's level teachers and aides.

COUNSELING AND CAREER DEVELOPMENT CENTER

General Information

The Counseling and Career Development Center is located on the second floor of the Media Building, M-213. All counselors' offices are in the Center. Outreach is the philosophy of the Counseling Center. Counselors get out on the campus and participate in a variety of activities, clubs and organizations, classes and labs, athletics and intramurals, etc. This makes it easy to get acquainted with them, either in their offices or on the campus.

Personal Counseling

The Counseling and Career Development Center staff works with students individually and in groups on all sorts of personal/inter-personal concerns--marriage, pre-marriage, dating, abortion, parents, weight control, etc.

Academic Counseling

All the counselors are available to help students who are encountering academic difficulty. Other academic concerns such as dropping and adding courses, changing majors, and transferring schools are also handled by the counseling staff. A complete library of college catalogs on microfiche is maintained by the Center to aid you in this area.

Career Counseling

The Counseling and Career Development Center offers assistance to students in identifying and implementing career goals. Interest inventories and aptitude tests are given to aid students in career exploration and a career research library located in the Center contains many sources of information of value in making career choices. Also, any counselor would be glad to talk with you about career concerns.

Placement Services

The Placement Office, located in the Center, offers workshops on resume writing and interviewing skills, sets up credentials files for seniors, schedules on-campus interviewing, coordinates the annual Career Carousel, and keeps listings of both full-time and part-time jobs in the Spartanburg area available to USCS students and graduates. In addition, special placement forms have been developed for nursing and education graduates.

Special Topic Workshops

The counseling staff has implemented a series of workshops designed to meet the needs of USCS students. These workshops deal with a variety of topics such as assertiveness training, committed couples, survival skills, peer counseling, etc. Anyone interested should contact the Counseling Center for more information.

TRAVELING ROAD SHOWS

The Counseling and Career Development Center offers "Traveling Road Shows" for presentation in a class, as a change of pace or on occasions when a faculty member has to miss a class. A list of presentations is available from the Center. Several popular presentations include What Can I Do With A Major In...(all areas), Resume Writing and Interviewing Skills, and Assertiveness Training--one hour introduction.

Faculty should submit requests with date required, course title, number of students per class, location, name, and telephone number. Call the Counseling and Career Development Center, Ext. 412.

SCHOOL SECRETARIES

Each school has a secretary to aid the faculty members of the school or division in completing their job-related tasks. Deans establish their secretary's responsibilities and the procedures to be followed by school members. All travel vouchers, purchase orders, and requests for supplies are to be handled through school secretaries.

AUDIOVISUAL SERVICES

Audiovisual services are available for all faculty and students. Services originate from the Director's office, M-131. The department is staffed by Becky Gray, Director; Jane Bradley, Secretary/Technician; a Graphic Artist and various student assistants.

Services offered include:

Consultation on how media can be implemented in the classroom, i.e., which resources are best for specific needs; how to strengthen student retention with visuals; how to use resources as integral parts of teaching.

Assistance and/or consultation in preparing learning packages for specialized uses.

Catalogs for selection of films, tapes, etc. to be rented.

Demonstration of use and operation of equipment.

Available Equipment:

16 mm projector	phonograph
8mm loop projector	filmstrip projector
8mm standard/super projector	sound/filmstrip projector
reel to reel audio tape recorder	35mm slide projector
cassette audio tape recorder	(Kodak carousel)
cassette audio tape player	Lantern slide projector
overhead projector	reel to reel B&W video tape
opaque projector	recorder with camera
portable reel to reel B&W video	3/4" color cassette video
tape recorder with camera	recorder--no color camera

The following types of audiovisual production are available on request:

dry mounting	darkroom services
35mm slides	-B&W prints
-lettering (tiles, tables graphs, etc.)	-color slides
-copy work	8mm filming
-duplicating	video taping
-diaz	audio tape duplicating
overhead transparencies	laminating
-thermal	print-ready graphics and
-diaz	drawings
-color lift	

To request services, call or bring ideas to Audiovisual Services (Ext. 264/265). A work order will be completed and a completion date projected. More professional results are produced when ample time is allowed.

To request equipment:

Equipment must be scheduled 24 hours in advance with Jane Bradley. All equipment and rentals excepting large pieces such as moving picture projectors and videotape recorders and monitors--may be picked up from the Audiovisual Center. Projectors and video equipment may be procured from various stations throughout the campus. These include:

- the Administration Building, switchboard;
- the Hodge Center, Judy Kugler;
- the Library Building, circulation desk in the Library;
- the Media Building, Audiovisual Production Center.

NOTE: All films, slides, tapes, etc. must be procured from the Audiovisual Production Center even if the equipment is gotten from a local station).

To request film rentals:

All film rental orders are handled through audiovisual services. Film Request Forms (see "Sample Forms") are available from audiovisual services (M-134) and school secretaries. Completed form should be returned to Jane Bradley for ordering.

Films are available from many sources. Catalogues will be found in M-134. For films from free sources, University of South Carolina in Columbia, University of Iowa, Kent State and Indiana University, forms must be turned in at least two weeks in advance. For all other sources, at least four weeks is required. In general, the earlier films are ordered, the greater the chance of confirmation. Unless otherwise stated, the films come for 1-3 days use and must be returned on time.

COMPUTER SERVICES

Computer services for academic research is provided to faculty and students by the Computer Services Division.

Its capabilities include a Data 100 terminal which is linked to a central Amdahl AV6 in Columbia. Time-sharing terminals are available also. Supporting hardware items are located on the Columbia campus; these include an Optical Mark Page Reader, a Calcamp Plotter, and a Microfilm Output Unit.

Requests for additional services should be directed to the Manager of the Computer Services Division.

Normal operation hours are listed below.

Fall and Spring Semesters

Mondays through Thursdays	8:30 a.m. - 10:00 p.m.
Fridays	8:30 a.m. - 5:00 p.m.
Saturdays	9:00 a.m. - 5:00 p.m.
Sundays	2:00 p.m. - 6:00 p.m.

Summer Sessions

Mondays through Fridays	8:30 a.m. - 5:00 p.m.
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PARKING

It is the University of South Carolina at Spartanburg's practice to register vehicles of faculty members with the Public Safety Office. Vehicles are required to have a current parking decal fixed on the left rear bumper. Decals are not transferable and registrants are expected to remove them before disposing of vehicles or on severance of University employment.

Traffic and parking regulations are published annually. Copies may be obtained from the Public Safety Office. Faculty and staff are expected to observe these regulations.

MAIL SERVICE

Mail is collected from and delivered daily to all departments by the Campus Mail Service. Internal correspondence between departments, schools, and divisions of the University is also handled by this agency. All outgoing mail must be accompanied by the University's Postal Authorization Form. (See "Sample Forms").

THE PUBLIC SAFETY OFFICE (Security and Emergencies)

The Public Safety Office is located on the first floor of the Administration Building. This Office handles all security matters, including traffic control. In case of an emergency dial, Ext. 269. If there is no answer, call the switchboard. Reports of thefts, vandalism, traffic accidents and other matters occurring on the campus and normally handled by the police should be promptly reported to the Campus Security. At nights and on weekends call 578-7827.

Other emergency numbers include: County Police 582-6791; Fire Department 576-3211; Emergency Medical 585-9156. On internal University phones dial 9 to obtain an outside line.

INFORMATION SERVICES

The Office of Information Services provides several important functions that link the campus community with the general public.

MEDIA RELATIONS

It is University policy to seek media exposure by open cooperation with the news media in all instances. This includes the production of news releases and public service announcements by the Office of Information Services.

Faculty members are urged to assist in this objective by responding freely and openly to any news media questions regarding their areas of expertise. On the other hand, faculty members should avoid making statements about University policies without first consulting the Director for Information Services.

PUBLICATIONS

Information Services is responsible for the publication of the quarterly alumni tabloid On Target and USCS-This Week, a weekly publication for faculty and staff members. USCS-This Week contains official announcements, campus notes, and a calendar of events. Items for USCS-This Week may be submitted to the Office of Information Services for publication. The deadline for submitting items is 5:00 p.m. Thursday for publication the following week.

In an effort to provide economical printing services, all publications intended for general distribution are reviewed by the Director for Information Services. All contracts for printing by vendors outside the University must be undertaken through the Office of Information Services.

SPEAKERS' BUREAU

Faculty members are urged to participate in the public service activity that provides free speakers to civic clubs, high school groups, and other organizations. A brochure is published annually that outlines topics and speakers available to community groups. The University pays mileage for speaking engagements that require round trips of 30 miles or more.

RECREATIONAL FACILITIES

G. B. Hodge Physical Education Center. The University's Physical Education Center, outdoor fields, and outdoor courts are available for use by members of the faculty and their families.

Locker Room and Clothing Fees. All faculty and staff members who wish to use the locker room and use a lock and locker may do so free of charge. Locks and locker assignments are available from the Athletic Office.

Tennis Courts. The tennis complex, adjacent to the Child Development Center, provides many enjoyable hours for both students and faculty members. Physical Education classes and the tennis team have priority for use of the courts. Please check the rules, which are posted.

THE CAMPUS BOOKSTORE

The Campus Bookstore, located in the Hodge Center, offers to both students and faculty members necessary textbooks and other course related materials. In addition to a large selection of general trade books, it also makes available supplemental, campus-oriented merchandise. At the appropriate times academic regalia and class rings are offered through the bookstore.

NATURAL AREA

A natural area, including a nature trail, an outdoor classroom and a picnic area, was developed by the Student Government Association in 1975. It is located in the area of the Child Development Center. Reservations for the outdoor classroom are handled by the Student Affairs Office, Ext. 336. Anyone wishing to modify the area in any way should seek the approval of the Facilities Planning and Utilization Committee, which establishes guidelines for use of the area.

CHILD DEVELOPMENT CENTER

Day-care services are available at the Burroughs Child Development Center, located on the campus. The hours of the regular program are from 7:30 a.m. to 5:30 p.m. Children who are three, four, or five years of age have the opportunity to be involved in a total learning experience.

The Center's purpose is to help each child develop cognitively, emotionally, socially, and physically. Weekly field trips and resource people help give the children a better understanding of the world around them. A staff of certified teachers, senior citizens, volunteers, and students strive to meet individual needs of the children.

Breakfast and lunch are served to the child as well as two snacks. Transportation is available. The cost is \$25.00 per week. Visitors are welcome.

An After-School Program is also available. Pick-up at area schools, snacks and a planned program of activities are available for \$15.00 a week.

Drop-In Day-Care services are available during the academic year from 3:00 p.m. to 8:30 p.m. Cost is 75¢ per hour for the first child in a family, \$1.00 per hour for two children in the same family, and \$1.25 for three children in the same family.

SAMPLE FORMS

These forms are normally available from school secretaries.

Additional information is on the back of some forms.

DESK COPY REQUEST FORM

(Rev. November 1972)

(See notes at bottom)

Publishers and bookstores prefer that instructors write directly to the publishers for desk copies.

Date _____

To: _____
(Publisher)_____
(Street)_____
(City, State, Zip Code)Your book _____
(Specify author, complete title, and edition)

Publishers Book Number _____

has been adopted as a _____ required _____ recommended text in my course _____

_____. My order for _____ copies of this
(Course number and Title) (Number)text was placed with _____
(Name of Bookstore)on _____ . I have not previously received a desk* or complimentary* copy of this
(Date)
text.

Name _____ Rank _____

Department _____

School _____

Street Address _____

City & State _____

1. This form should be used to request Desk copies only. Complimentary copies should be requested directly from the publisher on departmental stationery, including your rank, course title, and projected enrollment. It should be recognized that some publishers do not make complimentary copies available.
2. When ordering texts for class use please allow sufficient time for order processing, mailing, shipping, etc.
3. In order to standardize terminology, the Association of American Publishers, Inc. has adopted the following terms and definitions:

* Desk Copy - A book furnished free for a faculty member's use when copies of that book have been ordered for use in a specific course. A complimentary copy previously sent should be considered a desk copy on adoption.

* Complimentary Copy - A book sent to a faculty member for consideration for adoption.

On-Approval Copy - A book sent to a faculty member, accompanied by or followed by an invoice or bill seeking payment or return of the book within a specific period of time, for consideration toward purchase or course adoption.

Review Copy - A book sent to a journal, newspaper, or other periodical to be used for the (eventual) writing of a review.

Printed in U.S.A.

Textbook Procurement Form

Text and course material required for this course:

Publisher _____

Will text be Reused? Yes No When?

Publisher _____

Will text be Reused? Yes No When?

Publisher _____

Will text be Reused? Yes No When?

Signature of Faculty Member

Signature of Division Coordinator

Semester 19

Please submit separate form for each course.

3-16-76

OFFICE & CLASS HOURS

NAME _____

RANK _____

Soc. Sec. No.: _____

CLASS HOURS

CLASS NUMBER & SECTION	DAY	TIME	BLDG.	ROOM
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

OFFICE HOURS

BUILDING	OFFICE NO.	DAY	TIME
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

UNIVERSITY PHONE NUMBER - 578-1300

OFFICE EXTENSION _____

HOME PHONE NUMBER _____

HOME MAILING ADDRESS _____



UNIVERSITY OF SOUTH CAROLINA
at SPARTANBURG
SPARTANBURG, S. C. 29303

Spartanburg 578-1800
Greenville 271-9111

EXAMINATION COPY
REQUEST FORM

DATE _____

TO: _____

STREET: _____

CITY, STATE, ZIP: _____

Gentlemen:

I would like an examination copy of the following book(s) _____

for possible adoption as a required text in my course _____

The course beings _____ and will have an approximate enrollment of _____ students.

I have not previously received a sample or desk copy of this book. Please send me one.

NAME _____

DEPARIMENT _____

COLLEGE _____

CONTINUING EDUCATION COURSE PROPOSAL

Name of Course	(As would appear in catalog)
Description	(As would appear in catalog) (Include program objectives)
Number of Sessions and Length of Sessions	
Book Required	(Name, Author, Publisher, Cost)
Equipment Required	(Furnished by USCS)
Materials Furnished By Students	
Week Preferred	
Time Preferred	
Target Groups if other than General Public	
CEU's Requested	(1 CEU= 10 hours of contact)
Facilities Required	
Other	

Miscellaneous: Instructors must furnish the following to comply with Southern Association Regulations:

- a. Current vita or resume
- b. Social Security number
- c. A brief outline of each session
- d. Samples of all classroom materials

INTERLIBRARY LOAN REQUEST

USCS LIBRARY

DATE _____

Your name (please print) _____ Signature _____ *

Telephone _____ Status (check one) ☐ faculty ☐ undergraduate ☐ graduate student ☐ other **

The copyright law of the U.S. (Title 17 U.S. Code) governs the making of photocopies of copyrighted material. The library is bound by law to request copies only if doing so is not in violation of the law.

JOURNAL TITLE

Title of paper (or topic) _____ Author of Article _____

Volume _____ Issue No. or Month _____ Pages _____ Year _____

Source of Reference (where you found the above information) _____

BOOK AUTHOR

Book Title _____

Publisher _____ Place _____ Year _____ Volume or Edition _____

Source of Reference (where you found the above information) _____

*PLEASE NOTE: Some libraries charge for interlibrary loans provided. If the lending library charges a fee for this service, the borrower must pay the full amount. Bills are payable when the material is picked up at the reference desk. Your signature above indicates your willingness to pay any necessary charges up to \$3.00. Should the charge exceed this amount, a cost estimate will be obtained for you before the material is requested.

**If you are not associated with USC-Spibg., see a librarian; interlibrary loans are not usually processed for non-USC-Spibg. library users.

FOR LIBRARY USE ONLY

SEARCHED (sources)

VERIFIED IN:

LOCATED IN:

USE AT SPARTANBURG LIBRARY RESERVE MATERIAL REQUEST FORM

Instructors who wish to place material on reserve in the library should fill out the form below. The library has Library Use Only, 24 Hour, Overnight, 3 Day, and 7 Day reserves. This form should be with the material to be placed on reserve. Although it rarely takes longer than 24 hours to process reserve material, at times the workload is very heavy, so to be sure the material has been processed by the time your students will need it, the work should be requested 7 days in advance.

Instructors Name	Course Name and Number

Semester and Year

[illegible]

(Library staff: Date re'd in library _____; Date work completed) _____

INSTRUCTOR'S LAB REFERRAL SHEET

Instructor's Name _____ Office Number _____

Course Taught _____ Telephone _____

Student's Name _____ Date _____

Please complete the following:

1. Why have you suggested the student visit the Lab ?
2. List student's specific needs.
3. How often are you requiring the student to visit the Lab ?
4. What specific date should the student begin visiting the Lab ?

After receiving this form referring a student to the Lab, I will
notify you as to when the student begins his Lab work.

Return this form to: Susan Montjoy
Tutoring Lab Coordinator
L-274

LAB ACKNOWLEDGMENT OF STUDENT REFERRAL

Date _____

From: Susan Montjoy, Tutoring Lab Coordinator

To: _____

Re: _____

This is to acknowledge that the above student reported to the Tutoring Lab on _____ for the purposes stated in your referral. A follow-up report will be submitted to you upon completion of our lab work.

Instructor Feedback Sheet

Instructor: _____

Course: _____

Student: _____

Comments on Lab procedure and student improvement by the Instructor:

Return to: Susan Montjoy
Tutoring Lab Coordinator
Room L-274

TUTORING LABORATORY "INCOMPLETE"
INFORMATION SHEET AND CONTRACT

STUDENT _____ SOCIAL SECURITY # _____

ADDRESS _____ TELEPHONE # _____

ASSIGNMENTS OR COMPETENCIES COMPLETED IN COURSE TO DATE GRADE ASSIGNED IF (APPLICABLE)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

COMPETENCIES OR ASSIGNMENTS TO BE
COMPLETED IN THE TUTORING LAB (outline)

DATE COMPLETED

FACULTY INITIAL
APPROVAL

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

The final grade will be assigned by the course faculty member. The outlined assignments competencies will be completed in the Tutoring Laboratory under the direction of

_____, during _____.
I, _____, agree to complete the above outlined assignments or competencies. The course instructor has explained the requirements to me and I agree to the above requirements.

(Student) (date)

(This contract should be returned
to the Tutoring Lab Coordinator)

(Course faculty signature) (date)



UNIVERSITY OF SOUTH CAROLINA

COLUMBIA, S. C. 29208

ADMINISTRATIVE AND EDUCATIONAL SERVICES

Office of the Registrar

TO: All Instructors
FROM: T. Luther Gunter, Registrar
SUBJECT: Grade Roll Corrections

The reverse side of this page is the form on which you can notify the Registrar's Office of apparent errors in the enrollment records of one of your classes. Note that one form is used for each section. If it is necessary to use this form, please fill it out completely (instructions below) and paper clip it to the original grade roll for that section. Please do not use staples. Note that this form can be used only in conjunction with an existing grade roll. On completion of all of your final grade sheets and corrections, please submit them to your department head, who will be responsible for turning in all final grade sheets from the department to Records Office by the pre-determined deadline.

Since this form will become a part of our permanent grade records, all entries must be completed as follows:

1. Student's full name (printed)
2. Student number (social security number)
3. Department, course, and section (exactly as printed on your final grade roll)
4. Credit hours assigned to the course
5. Grade (if applicable)
6. Type of change (mark only one with "X")
 - A. Attended this class but not on the roll - assign grade
 - B. Never attended this class - (possibly not enrolled in this section)
 - C. Dropped course officially before penalty date. Check this block only if your records indicate that an official Change of Schedule form was signed by you or your department. If you do not have a record of the official Change of Schedule form, the student should be assigned an appropriate grade.
 - D. Miscellaneous Change -
 - i. Credit (for variable credit only), audit problem (i.e., an apparent Auditor shown for credit or vice versa - indicate AUD for Auditor, letter grade for Non-auditor)
 - ii. Pass/Fail problem (P/F option shown in error or missing - include grade)
 - iii. Other - Explain as appropriate on lower line.

IMPORTANT: Your corrections help us straighten out enrollment problems remaining at grade time. However, before any change is processed the student's official registration material will be checked.

If our search uncovers an error in recording a student's registration, we will correct that error and take the action you request on this form. If no error is found, however, no change will be made. In that case, it is the responsibility of the student, having been notified by the Final Grade Report, to come and initiate whatever corrective action is appropriate.

FOR RECORD USE ONLY

YEAR	TERM	TYPE

FOR RECORD USE ONLY

MO	DA	YR

THIS SPACE FOR STUDENT RECORDS ONLY

GRADE ROLL CORRECTION FORM

TYPE OF GRADE UPDATE _____

TERM _____ PAGE _____

THIS SPACE FOR INSTRUCTOR'S USE ONLY: (READ THE REVERSE SIDE OF THIS FORM BEFORE ENTERING ANY CORRECTIONS ON A STUDENT)

Student's Full Name		Student Number (Social Security Number)	Department Use Standard Abbreviation	P e r i o d x	S u b j e c t x	Section	Credit	Grade	***CHECK ONLY ONE***			
(Last)	(First)								(Middle)	Attended This Class	Never Attended This Class	Dropped Course Officially Before Penalty Date
ENTER AS PRINTED ON GRADE ROLL												
1.												
2.												
3.												
4.												
5.												

USE ONE SHEET PER SECTION

BELOW AREA TO BE USED BY INSTRUCTOR TO GIVE BRIEF DESCRIPTION OF CORRECTION ON ANY STUDENT WITH A TYPE OF CHANGE SPECIFIED AS A MISCELLANEOUS CHANGE.

- _____
- _____
- _____
- _____
- _____

INSTRUCTOR'S SIGNATURE _____

THIS SPACE FOR STUDENT RECORDS ONLY

- _____
- _____
- _____
- _____
- _____

White
Yellow
IBM Card

Records Office
Student's Copy
Computer Services

ADVANCED STANDING BY EXEMPTION OR BY EXAM

STUDENT NUMBER										Check Digit
Social Security Number										
<div> <div>Last Name</div> <div>First</div> <div>Middle</div> <div>1</div> <div>9</div> <div>10</div> </div>										
<div> <div>Official Use Only</div> <div>Term</div> <div>Type</div> <div>Transaction Date</div> <div>Dept. Abbrev</div> <div>Course No.</div> <div>Credit</div> </div>										
<div> <div>EXEMPT</div> <div>EXAM</div> <div>Course Title</div> </div>										
<div> <div>42</div> <div>43</div> <div>57</div> <div>80</div> </div>										

FOR STUDENT RECORDS USE ONLY

Received by _____ Date _____

Recorded by _____ Date _____

Signature of Dean or Department Head

Signature of Instructor

UNIVERSITY OF SOUTH CAROLINA
CHANGE OF SCHEDULE
7264

STUDENT NUMBER										SOCIAL SECURITY NUMBER																																																											
LAST NAME										FIRST										MIDDLE																																																	
<div> <div>C</div> <div>6</div> </div>										<div> <div>TERM</div> <div>TYPE</div> </div>										<div> <div>MO</div> <div>DAY</div> <div>YR</div> </div>										<div> <div>DEPT</div> <div>ABBREV</div> </div>										<div> <div>COURSE NUMBER</div> <div>SECTION</div> </div>										CREDIT																			
<div> <div>11</div> <div>12</div> </div>										<div> <div>14</div> <div>16</div> <div>17</div> </div>										<div> <div>18</div> <div>23</div> </div>										<div> <div>24</div> <div>27</div> </div>										<div> <div>28</div> <div>32</div> </div>										<div> <div>33</div> <div>35</div> </div>										<div> <div>36</div> <div>37</div> </div>									
<div> <div>*** APPROPRIATE BOX (13)</div> </div>										<div> <div>SECTION CHANGE</div> </div>										<div> <div>EXTRA COURSE</div> </div>										<div> <div>1 - STUDENT SIGNATURE</div> </div>										<div> <div>2 - INSTRUCTOR OR DEPARTMENTAL OFFICE</div> </div>										<div> <div>3 - ADVISOR OR DEAN OF SCHOOL OR COLLEGE</div> </div>																			
<div> <div>COURSE TITLE</div> </div>										<div> <div>SIGNATURES REQUIRED</div> </div>										<div> <div>ADOS-ALL, SECTION CHANGE 1 & 2</div> </div>										<div> <div>GROPS-ALL, EXTRA COURSE-ALL</div> </div>																																							

AS-15
6/76

RIGHT JUSTIFY ALL BLOCKS
USE LEADING ZEROES

ARE YOU PRESENTLY A GRADUATE ASSISTANT PAYING REDUCED FEES? YES ☐ NO ☐

IF YES, YOU MUST HAVE THE APPROVAL OF THE DEAN OF THE GRADUATE SCHOOL.

ARE YOU PRESENTLY RECEIVING VETERANS' BENEFITS? YES ☐ NO ☐

PLEASE PRINT NAME, ALL CAPITALS. PLEASE PREPARE YOUR ATTACHMENTS.

White
Yellow
IBM Card

Records Office
Student's Copy
Data Control

MAKE-UP GRADE - INCOMPLETE (I)

Current Term: _____

Currently Enrolled: Yes ☐ No ☐

STUDENT NUMBER										SOCIAL SECURITY NUMBER																																																											
LAST NAME										FIRST										MIDDLE																																																	
<div> <div>C</div> <div>6</div> <div>8</div> </div>										<div> <div>TERM</div> <div>TYPE</div> </div>										<div> <div>Transaction Date</div> </div>										<div> <div>Dept. Abbrev.</div> </div>										<div> <div>Course No.</div> </div>										<div> <div>Section</div> </div>										CREDIT									
<div> <div>11</div> <div>13</div> </div>										<div> <div>14</div> <div>16</div> <div>17</div> </div>										<div> <div>18</div> <div>23</div> </div>										<div> <div>24</div> <div>27</div> </div>										<div> <div>28</div> <div>32</div> </div>										<div> <div>33</div> <div>35</div> </div>										<div> <div>36</div> <div>37</div> </div>									
<div> <div>NEW GRADE</div> </div>										<div> <div>TYPE OF CREDIT</div> </div>										<div> <div>COURSE TITLE</div> </div>										<div> <div>Grade of "I" was assigned:</div> </div>																																							
<div> <div>38</div> <div>40</div> </div>										<div> <div>53</div> </div>										<div> <div>57</div> </div>										<div> <div>80</div> </div>																																							

FOR STUDENT RECORDS USE ONLY

Received by _____

Recorded by: _____

Grade Change Current Semester

Make-up Previous Semester

Add to Yearly Check only one

Yes ☐ No ☐

Semester _____ Year _____

Date work completed _____

Signature of Instructor _____

Date _____

ASSIGNMENT OF "W" GRADE FOR MEDICAL REASON OR EXTENUATING CIRCUMSTANCES AFTER PENALTY DATE

A student withdrawing from the University or an individual course before the last date to withdraw without academic penalty will have no entry on his transcript for the course(s). A student withdrawing from the University or dropping a course *after* the free drop date will normally receive a grade of 'WF.' However, a grade of 'W' may be assigned for a drop after the free drop date in exceptional cases requiring the concurrence of the appropriate academic dean and the instructor(s). This special assignment of the "W" grade is used primarily in cases of full withdrawal from the University during the term, or withdrawal from an individual course, for medical reasons. If approved by the academic dean and the instructor, a grade of "W" can be assigned for any course. The grade of "W" will not appear on the student's transcript until this request is approved and submitted to the Records Office. NOTE: in cases where the form is not returned to the Office of Student Records in 30 days from the date of withdrawal, the Registrar will make the decision.

In accordance with the withdrawal policy as set forth by the Faculty Senate, I request the following grade be assigned to:

Last Name	First	MI	Student Number	School/Major
-----------	-------	----	----------------	--------------

Date of Withdrawal _____ Term _____

For Individual Course Grades:

Department	Course Number	Section	Instructor	"X" Appropriate Box
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []
				WF [] W []

Reason for this request: _____

Additional comments may be attached.

Approved by: _____
 Dean's Signature

Return to: Student Records Office
 Petigru College, Campus

Posted by: _____

UNIVERSITY OF SOUTH CAROLINA
AT SPARTANBURG

APPLICATION FOR COURSE OFFERED AS INDEPENDENT STUDY

1. To be completed prior to registration and returned to the Office of Records and Admissions.
2. Due to the common practice of allowing Independent Studies during periods that do not conform to the academic calendar, it will be necessary that this completed form be returned to the Office of Records and Admissions prior to beginning of work.

STUDENT'S NAME _____

SOCIAL SECURITY NO. _____ SEMESTER _____ 19 _____

COURSE NUMBER _____ CREDIT HOURS _____

COURSE DESCRIPTION: (To be completed by instructor under whom work is to be done.)

I understand that completion of this form does not constitute registration, and that I must register for this course in the usual manner.

ADVISOR

STUDENT'S SIGNATURE

DATE

DIVISION CHAIRPERSON

INSTRUCTOR'S SIGNATURE

DATE

STUDENT IS TO PRESENT HIS COPY WHEN REGISTERING FOR THE COURSE.

cc: INSTRUCTOR
ADVISOR
RECORDS AND ADMISSIONS
STUDENT

FOR RECORDS USE ONLY:

() APPROVED

() DISAPPROVED

Green Accounting Dept. Copy
 Yellow Department Approved Copy
 Pink Department File Copy

UNIVERSITY OF SOUTH CAROLINA TRAVEL AUTHORIZATION FORM

T.A. No. **N^o 19454**

U.S.C. Dept. _____

Date _____ Mo. _____ Day _____ Yr. _____

Social Security Number									

SECTION I

Requested by _____
 Name of Traveler (if more than one person, see reverse side of pink copy for instructions)

For the purpose of _____

Duration of trip: From _____ Mo. _____ Day _____ Yr. _____ To: _____ Mo. _____ Day _____ Yr. _____

Destination of Trip _____

Does this authorization supersede a previously approved trip? _____ If so, give T.A. No. _____

SECTION II

Method of Travel

Common Carrier

Bus []

Plane []

Railroad []

Other

Personal Vehicle []

University Vehicle []

Other - Explain _____

State of South Carolina regulations provide "that in traveling on business of the University, Faculty, and Staff are required to use the most economical mode of transportation". Please refer to the policies and procedures manual for the maximum travel expenses allowed.

Approval Subject To The Following

Full Reimbursement []

Transportation []

Subsistence only []

Other or % _____

SECTION III

Estimated Cost

Transportation (Do not include USC Vehicle) _____

Subsistence _____

*Other Expenses _____

Estimated Total Cost _____

*Explain _____

SECTION IV

Account(s) to be charged (see reverse side of pink copy for instructions)

Dept.	Fund	Class	Analytical	Amount

SECTION V

Approved

Dept. Head	Date
Dean, V. P. or Provost	Date

If trip plans are altered after submission of this form, the Controller's office must be notified. The travel expense voucher for reimbursement should be submitted within seven (7) days after return to campus. Lodging receipts must be attached to the travel expense voucher. Be sure to obtain other receipts whenever practical and attach them to your voucher. The University reserves the right not to reimburse expenditures without receipts.

SECTION I

Only one person per travel authorization if professional travel. If field travel, and more than one person is traveling, the individual designated responsible for the funds must be indicated, and he will be responsible for submitting the travel reimbursement form.

ACCOUNT INSTRUCTIONS

SECTION IV

In the first block entitled Dept., the first five digits of the Account which represent the Cost Center should be inserted.

In the second block entitled fund, the four digits beginning with an alphabetic character which represent the source of the monies (e.g. regular departmental, grants, etc.) should be inserted.

In the third block entitled Class the five digit expenditure code which represents the type travel should be inserted. Refer to the expenditure classification listing for the proper code.

The fourth block entitled Analytical should not be used unless this expenditure represents cost sharing with a grant or contract. If the expenditure does involve cost sharing, the section should include the following:

1. An upper case M should be inserted.
2. The five digit department (Cost Center) number where the grant or contract to be matched is located should be inserted.
3. The four digit fund number which identifies the particular grant or contract being matched should be inserted.

Do the expenditures below conclude all claims against this T. A.? ☐ Yes ☐ No

T. A. No.

Department _____
(Address to be mailed)

[illegible]

SECTION III			SECTION IV (SUMMARY)				
Other expenses: List and attach receipts			A	Total Mileage (6 A Section I)			
Items	Amount		B	Total Air Fare (6 B Section I)			
			C	Total Other Public Trans. (6 C Sect. I)			
			D	Total Subsistence (Col. 3 Sect. II) *TENTATIVE			
			E	Total Other Expenses (Total Section III)			
			GRAND TOTAL				
			ACCOUNT(S) TO BE CHARGED				
			Dept.	Fund	Class	Analytical	Amount
Total (Enter on line E Sect. IV)							

I certify that the above expenses are just and true and that the actual expenses were incurred on official business for the University of South Carolina.

Date _____

cc 15-19

Travel Authorization

cc 51-56

Amount

Complete or Partial

INSTRUCTIONS

The number from the Travel Authorization Form must be included.

SECTION I

Columns 2 and 4 must be completed for the days of departure and return, give time and specify a.m. or p.m.

Column 6 is not to be completed if a University vehicle was used or if the University provided the common carrier ticket.

If private vehicle was used, show the miles driven and under 6 A the dollar amount to be paid, calculated at the established rate per mile. Refer to policy manual for rate.

If the University did not procure the common carrier ticket, show the total ticket cost on the day of departure under 6 B and attach copy of ticket.

Do not include taxi or limousine service in Section I — these should be reflected under Section III.

SECTION II

Columns 1, 2, and 3 should include in detail by day the cost incurred. Motel and hotel (lodging) receipts must be attached. Meal receipts should be attached if available. Meal costs are reimbursable based on the schedule in the Policy and Procedures Manual.

Enter the total of column 3 *Tentative on line D of the summary (Sect. IV).

*TENTATIVE — Subject to audit based on allowable amounts as stated in the U.S.C. Policy and Procedures Manual.

SECTION III

Remember that telephone/telegraph expenditures for business purposes shown on lodging receipts are to be listed here.

Taxi or limousine service should be reflected here.

SECTION IV

Totals from Sections I, II, and III are summarized and grand totaled here.

The University reserves the right not to reimburse expenditures without receipts.

Submit directly to the Controller's Office within seven days after completion of trip. If greater than Authorization, it must be counter approved with a brief explanation of the overage shown on the face of the voucher.

You should consult State and Federal Tax regulations for allowable Income adjustments on differences in expenses incurred and reimbursed. Maintain a copy of this document for your records.

TRAVEL REQUEST

ANTICIPATED EXPENDITURES

DATE		PLACE		TRANSPORTATION		ESTIMATED EXPENSES		
Month	Day	From	To	Miles	Amount	**Other	Lodge	Meals
								*Other
								Total

Purpose of Travel _____

Signature of Originator _____

Signature of Approval _____

ACTUAL EXPENDITURES

DATE		TIME AND PLACE		TRANSPORTATION		ACTUAL EXPENSES		
Month	Day	Depart	From	Arrive	To	Miles	Amount	**Other
								Lodge
								Meals
								*Other
								Total

*OTHER (please specify) _____

*Other (please specify) _____

MOTOR VEHICLE REQUEST FORM

All USCS vehicles are marked with the State Seal and are for official travel only. All out-of-state travel must be approved by the Dean for Administration. If you are requesting a vehicle for out-of-state travel, please fill in the appropriate space. **REQUEST MUST BE FILLED OUT TO ITS ENTIRETY!**

Date _____

TYPE OF VEHICLE REQUESTED: Sedan _____ Maxi-Van _____ Station Wagon _____
Large Bus _____

NAME OF PERSON FILLING OUT REQUEST: _____

ACTIVITY AND SPONSOR REQUESTING VEHICLE: _____

WILL SPONSOR ACCOMPANY GROUP? YES () NO ()

DESTINATION & FUNCTION: _____

APPROXIMATE MILEAGE ROUND TRIP: _____

ACCOUNT TO BE CHARGED: _____

DATE REQUIRED: _____ RETURN DATE _____

TIME REQUIRED: _____ RETURN TIME _____

NAME OF DRIVER: _____

DOES DRIVER HAVE VALID S.C. DRIVERS LICENSE? YES () NO ()

APPROVAL BY DEAN OR DIVISIONAL CHAIRPERSON: _____

APPROVAL OF DEAN FOR ADMINISTRATION (for out-of-state travel): _____

LIST BELOW ALL PERSONS WHO WILL BE PASSENGERS. IF MORE SPACE IS NEEDED USE
BACK OF PAGE

PURCHASE REQUISITION

For Purchasing Office Use

1. This Purchase Requisition is used to request all goods and services to be provided by outside vendors and the University Central Supply.
2. This Form is not to be used for requisitioning services or supplies from other University Departments.
3. Instructions for preparing this form are on the reverse side.

U S _____
G U _____
G P _____
E P _____
S L _____
T I _____
E E _____
D R _____

Date _____

Initiated by

Dept. Head

Dean or V.P.

Equipment Purchases over \$250.00

Research Accounting

Equipment Purchases over \$250.00
on Grant Accounts

[illegible]

THIS SPACE FOR PURCHASING OFFICE USE ONLY

Terms

Est. Delivery

F O B.

Approval

Confirmation — P.O. No. _____ Material (has, has not) been received

Attach enclosed form to original purchase order

Invoice attached — forward to voucher clerk for payment

INSTRUCTIONS FOR PREPARING REQUISITION

Use this form to requisition for supplies and equipment.

Use this form to requisition for capital supplies.

Requisitions to be ordered must be completed in the following manner:

1. Department Name	2. Fund	3. Class	4. Analytical	5. Department Name

1. Department Name - Your Department Number.

2. Fund - The Fund Number to be charged in your Department - See Chart of Accounts.

3. Class - Class Code describing what is being purchased - See below.

4. Analytical - If Cost Sharing is applicable, indicate number here.

5. Department Name - Write out Department Name. If materials are to be delivered to a specific room and building, type this information below the name of the Department.

6. Continuity Code No. will be filled in by the Purchasing Department.

*FREQUENTLY USED CLASS CODES

52041 Repair to Equipment - Non USC Work

53001 Office Supplies

53014 Household, Laundry and Janitorial Supplies

53006 Medical Supplies

53002 Educational Supplies

53011 Maintenance Supplies

53003 Postage

53004 Data Processing Supplies

54014 Rents - Non State owned Real Property

54011 Rents - State Owned Real Property

54015 Rents - Other

56005 Office Equipment

56001 Medical Equipment

56002 Household Equipment

56006 Educational Equipment

For any Class Codes not listed above refer to Class Code description list.

FORWARD ONE COPY OF THIS FORM TO THE PURCHASING DEPARTMENT

USCS-P01

AM ☐ PM ☐**USC POSTAL AUTHORIZATION**NOT TO BE USED FOR
INTRA CAMPUS MAIL

DATE: _____ DEPT: _____ AUTHORIZED BY: _____

CHECK APPROPRIATE BOXES BELOW

US MAIL ITEMS	Show Quantity Below	Lowest Rate	First Class	Sur Charge	Certified	Registered	Parcel Post	Insured	Educational Rate	Library Rate
LETTERS	#									
MANILA ENVELOPES	#									
PACKAGES	#									
BOOKS, FILM	#									
FOREIGN MAIL	#									

SERVICE DEPARTMENT

17860

A040

53003

Dept. No.

Fund

Class

Analytical

ACCOUNT TO BE CHARGED

FOR POST OFFICE USE ONLY

Begin Meter _____

End Meter _____

AMOUNT



